DOCUMENT RESUME

ED 251 077 IR 050 899

TITLE Staff Associations. SPEC Kit 19.
INSTITUTION Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE 79
NOTE 87p.
PUB TYPE Collected Works - General (020) -- Reports - Research/Technical (143)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Academic Libraries; Higher Education; *Library Associations; *Library Personnel; Library Surveys; *Newsletters; Position Papers; *Research Libraries
IDENTIFIERS *Bylaws

ABSTRACT

An Association of Research Libraries (ARL) telephone survey indicated that staff associations in many large academic and research libraries have developed into distinct action-oriented groups. This appears to be due to a combination of factors including increased staff interest in the library decision-making process, the emergence on changed forms of library governance, and greater recognition by library administrators of the potential contributions of such associations. The current role of staff associations has broadened from concentrations on social interests and welfare of library staff to include the enhancement of professional librarian status within the library and the university, and contributions toward the identification and resolution of substantive operational concerns. The survey also revealed an important cooperative endeavor undertaken by academic and research library staff, i.e., the publication of staff newsletters that serve as a communicative device for staff throughout the library. While such publications deal largely with personnel issues, many also serve a bulletin-board function and describe internal activities and accomplishments. A spectrum of tones, formats, and content coverage appears among newsletters. Originally prepared in 1975 and updated in 1979, this kit contains by-laws and constitutions of staff associations from six ARL member libraries and examples of staff association newsletters from four libraries. (THC)

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Staff Associations

Kit 19

Updated 1979

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SPEC KIT EVALUATION

The materials in this Kit were collected from a survey of the member libraries of the Association of Research Libraries. They were selected for inclusion here because they are among the best examples received of current management practices in academic and research libraries.

These documents are working tools developed by individual libraries to meet their specific purposes. The materials are not intended to provide models or prototype systems that can simply be copied by other libraries. Instead, these illustrations should stimulate further innovation and improvement in the management practices of academic and research libraries.

We will appreciate your evaluation of this Kit.

* * *

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STAFF ASSOCIATIONS

A recent SPEC telephone survey indicated that staff associations in many large academic and research libraries have developed into distinct action-oriented groups. This appears to be due to a combination of factors, including increased staff interest in the library decision-making process, the emergence of changed forms of library governance, and greater recognition by library administrators of such associations potential contributions. In the past, the role of these associations frequently centered around the social interests and welfare of library staff and included activities such as: operation of staff orientation and guest lecture programs, and the organization of social events. In many libraries, however, the current role has broadened to include the enhancement of professional librarian status within the library and the university, and has contributed toward the identification and resolution of substantive operational concerns.

Strengthening of the association's communication role in representing staff interests has been a key element in this evolution. In response to requests from both staff and administrators, staff associations often form committees to investigate, report on and make recommendations concerning both personnel and operational matters. Associations have been instrumental in reorganizing job classification and performance review systems, upgrading salaries, implementing faculty status and improving working conditions through efforts in relaying information and opinion among library personnel. In many libraries, these efforts have resulted in substantial changes in the librarian's role in the decision-making process, and has led to fuller utilization of libraries' human resources.

Consistent with the association's traditional concern for the welfare of librarians, greater attention is directed toward the promotion of continuing education programs. Many associations are increasing lecture and guest speaker programs and conferences featuring the presentation of professional papers. This interest is also expressed in the establishment of education or staff development committees which help in the design and evaluation of orientation and on-the-job training.

Membership and participation patterns in associations vary among libraries. In some, all staff are encouraged to participate in association activities; in others the bulk of activity is managed by departmental representatives or by an elected executive board. The implementation of faculty status or elements of faculty status for professional librarians has resulted in many staff associations developing a separate group, frequently referred to as an assembly or library faculty group. As the role of these assemblies center around promoting the professional interests of professional librarians, membership and voting privileges in these groups are limited to professional staff. As a result of this reorganization of professional staff, similar movements have occurred among nonprofessionals in the formation of their own separate organization. However, where division between professional and nonprofessional staff has led to the formation of separate organi-

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zations representing the interests of each group, a general, inclusive staff organization has occasionally assumed traditional social-oriented responsibilities.

While more active staff associations may be a useful approach to strengthened staff-administration relations, increased staff development activity, enhanced status and improved working conditions for librarians, problems are reportedly encountered in achieving both staff and administrative support of association activities and causes. Difficulties include identifying the proper key issues of concern and developing staff skills and experience in dealing with issues in an association structure. Other problems stem from the difficulty of explicitly defining the role and responsibilities of staff associations vis a vis the prerogatives of the library administration.

STAFF NEWSLETTERS

An important cooperative endeavor undertaken by academic and research library staff is the publication of staff newsletters which serve as a communication device for staff throughout the library. While such publications deal largely with personnel issues, many also serve a bulletin-board function and describe internal activities and accomplishments. In some cases these newsletters supplement other publications such as university newsletters, library bulletins, and professional literature, but library staff members generally depend upon newsletters for library news, since they are frequently the only written communication issued to all library personnel. While these publications are designed primarily for internal readership, they are occasionally distributed to small mailing lists outside of the library.

A spectrum of tones, formats and content coverage appears among newsletters. Style ranges from standard journalistic writing to more formal, professional presentations. Despite these variations in tone, most academic and research library newsletters maintain a balance between news and feature articles. Contents generally include items concerning personnel, educational opportunities, local exhibits, professional conferences, modifications in policy and procedure, newly implemented technology and book reviews. Newsletters are also used as a forum for the exchange of opinion among staff and administration as to policy and operational questions. The minutes from staff association meetings frequently appear in newsletters, allowing staff to keep informed on organizational news.

While one or two editors assume responsibility for the production of library newsletters, the final product usually represents the cooperative efforts of the library's staff. In some cases, individuals in each department report on a periodic basis to the editors; in other instances, reporting networks keep editors in touch with activities throughout the system. Newsletters usually range from two to fifteen pages in length, and are issued on either a weekly, bi-weekly, or monthly basis.

The SPEC Kit on Staff Associations and Newsletters (#19, July 1975, updated 1978) contains by-laws and constitutions of staff associations from six ARL members and examples of staff association newsletters from four libraries. Nearly all of the documents are updated as of 1978. This 79-page kit is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to all others, prepaid, from: Office of Management Studies, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036.

STAFF ASSOCIATIONS

KIT #19-JULY 1975

UPDATED 1979

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UNIVERSITY OF PENNSYLVANIA LIBRARIANS ASSEMBLY

BYLAWS

ARTICLE I.
NAME:

The name of the organization shall be the University of Pennsylvania Librarians Assembly hereinafter referred to as the Assembly.

ARTICLE II.
PURPOSE:

The purpose of the Assembly shall be to promote the professional development of its members and to provide for their advisory participation in the processes of determining appropriate objectives and formulating policies for the University Libraries. The Assembly shall serve as a forum for discussion of library-related matters and shall carry out such programs as it determines are needed and useful. It shall identify its members as a professional group whose primary function is to contribute to the excellence of the libraries at the University of Pennsylvania. The Assembly shall promote participation of its members in University affairs.

ARTICLE III.
MEMBERSHIP:

The Assembly shall consist of all fully affiliated members of the professional and administrative staff of the University Libraries. All members shall have the right to vote.

ARTICLE IV.
OFFICERS & DUTIES:

(a) The elected Officers of the Assembly shall consist of a Chairperson, a Vice-chairperson (Chairperson-elect), and a Secretary. The Vice-chairperson (Chairperson-elect) shall serve a one year term as Vice-chairperson and shall assume the chair for the following year. The Secretary shall serve a two year term.

(b) The duties of the Chairperson shall be to call meetings, prepare the agenda, preside at meetings and, with the advice and consent of the Executive Committee, appoint committees. He shall serve as the means of communication between the Assembly and the Library administration.

(c) The duties of the Vice-chairperson shall be to substitute for the Chairperson in calling meetings, preparing the agenda and presiding at meetings in the absence of or at the request of the presiding officer.

(d) The duties of the Secretary shall be to perform the usual functions of that office and maintain an official list of the members of the Assembly.

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(con't ARTICLE IV. OFFICERS & DUTIES)

(e) Should the Chair become vacant, the Vice-chairperson (Chairperson-elect) shall assume the office of Chairperson. Vacancies in the other offices shall be filled by appointment by the Executive Committee until the next annual election.

(f) For purposes of transaction of the business of the Assembly the word "year" as used in these Bylaws shall signify the fiscal year of the University.

ARTICLE V.
COMMITTEES:

(a) The Executive Committee. There shall be an Executive Committee of the Assembly which shall consist of the Officers of the Assembly and four other members elected for a two-year term from the Assembly. No member may serve consecutive terms. The Executive Committee shall ordinarily meet once a month from September through June. Permanent vacancies on the Executive Committee shall be filled by appointment by its remaining members to serve until the next annual election.

(b) The Nominating Committee. There shall be a Nominating Committee consisting of three members appointed by the Chairperson with the advice and consent of the Executive Committee.

(c) Other Committees. The Chairperson with the advice and consent of the Executive Committee shall appoint such other committees as the officers of the Assembly may determine are necessary to carry out the purpose of the Assembly as set forth in Article II.

ARTICLE VI.
ELECTIONS:

(a) The annual election shall take place in May. Not later than April 1, the Secretary shall circulate to the members a notice of the positions to be filled by election and an invitation to suggest candidates for those positions. April 15 shall be the closing date for membership suggestions.

(b) The Secretary shall transmit all replies to the Nominating Committee. The Nominating Committee shall select, and secure acceptance of nomination, of at least two candidates for each position to be filled by election.

(c) Preceding the May meeting, the Nominating Committee, serving as an Election Committee, shall prepare the ballot which the Secretary shall mail to all members indicating May 15 as the closing date for return.

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(con't ARTICLE VI. ELECTIONS)

(d) Initially a Chairperson shall be elected for a one year term; subsequently the Chair will be assumed by the Vice-chairperson (Chairperson-elect). A Secretary will be elected initially for one year and thereafter for two years. Two of the four members of the Executive Committee shall likewise be elected initially for a one year term.

(e) In addition to candidates for the officers of the Assembly (noted above in subparagraph (d)), the Nominating Committee shall select two candidates for election to each of the following positions:

1) University Council Representative
2) Almanac Advisory Committee Representative

The names of candidates for the position of University Council Representative shall appear on the ballot on odd numbered years only, and the names of candidates for Almanac Advisory Board Representative shall appear on the ballot each year.

ARTICLE VII.
MEETINGS:

(a) The Assembly shall meet in October and May. Other meetings may be called at the discretion of the Chair, at the request of the Executive Committee or at the written request of at least ten members of the Assembly.

(b) Notices of meetings and agenda shall be mailed or otherwise delivered to all members at least three days in advance of a meeting.

(c) Forty percent of the membership of the Assembly shall constitute a quorum for the transaction of business. The minutes of each meeting shall record the number of members in attendance and the current total membership of the Assembly which are used to determine whether a quorum is present.

(d) Meetings of the Assembly shall be open only to members of the Assembly. Non-members who are reporting to the Assembly or who are invited by the Secretary upon designation by the Chairperson may attend meetings or other Assembly functions and may participate in discussions, without vote.

ARTICLE VIII.
AMENDMENTS:

The Executive Committee or any ten members may propose amendments to the Bylaws. Such proposed amendments must be filed in writing with the Secretary who will distribute them to the membership at least fifteen days in advance of the meeting at which these amendments shall be discussed. In order to submit the amendments to mail ballot a majority at the meeting must approve a motion to do so. The amendments shall be adopted when approved by at least two-thirds of the membership in the mail ballot.

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ARTICLE IX.
PARLIAMENTARY AUTHORITY: Although meetings of the Assembly shall be conducted in an informal manner and free discussion shall be encouraged, in cases where votes have to be taken on motions made from the floor Roberts Rules of Order Revised shall be the governing authority.

ARTICLE X.
ADOPTION: These Bylaws shall be adopted when approved by mail ballot by at least two-thirds of the members of the Assembly.

LIBRARY ASSEMBLY

BY-LAWS

Preamble

The purpose of the Library Assembly is to increase the effectiveness of the Library system to serve the University community. To this end the Library Assembly will serve as an advisory body to the University Librarian in all matters which the Library Assembly deems appropriate.

Since the Assembly represents all Library personnel it should provide a forum for deliberation and recommend action on all library issues. Library issues will include all matters affecting staff, faculty and library service on a system-wide basis.

The Library Assembly will work closely with its constituents in determing these issues and will direct itself to facilitating the best possible understanding and cooperation among all personnel in the library system.

I. MEMBERSHIP

A. The following units are eligible for membership in the Rutgers University Library Assembly: Camden College, Camden Law, Central Administration, Dana Library, Douglass Library, Kilmer Library, Library of Science and Medicine, Newark Law, Special Units, Technical Services, and the University Librarian, ex officio.

B. Each of the enumerated units may elect two representatives to the Library Assembly. All faculty and permanent staff members (including type 3) are eligible to vote and may be elected. One representative must be a staff member and one representative must be a faculty member.

C. Vacancies: If a member of the Library Assembly changes status (staff to faculty, faculty to staff), or a member changes units (Alex. to Dana) that member must step down as soon as possible. An election shall be held to fill the vacancy by the next scheduled Library Assembly meeting.

The term of office for elected members of the Library Assembly shall be two years, with the exception of the implementation year in which half of the Assembly will serve a one year term and the other half two year terms in order to establish overlap on the Assembly.

One month before the last Assembly meeting of the implementation year the elected representatives from each unit shall determine who will serve a one year term and who will serve a two year term by one of two methods: 1) by a drawing of straws, or 2) by choice if the two representatives so agree.

II. OFFICERS

At the January meeting of the Library Assembly the Assembly shall elect the following officers by a plurality vote. These officers shall be:

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II. (continued)

A. Chairperson, who shall preside at the Library Assembly and attend the Librarian's Cabinet.

B. Vice-Chairperson, who shall preside at the Library Assembly in the absence of the Chairperson and shall sit on the Librarian's Cabinet in his/her own right.

C. Secretary, who shall keep the minutes of the Assembly, and conduct nominations and elections.

D. One of the Chairpersons must be a faculty member and the other must be a staff member.

E. Each officer shall be elected to a one year term of office and may not succeed himself/herself in the same office.

III. MEETINGS

A. The assembly year shall be January 1 to December 31.

B. Meetings shall ordinarily be held once each month, normally the first Tuesday.

1. Meetings of the Assembly shall be limited to two hours unless a majority plus one of the members present elect to continue.

2. Location of meetings will vary among campuses to insure opportunity for full participation.

C. Agenda are to be prepared for each meeting by the officers. Any member of the library community may submit items for the agenda.

D. A quorum shall consist of a majority of the elected representatives of the participating units.

E. Voting shall be by voice or a show hands. A secret ballot can be ordered, without debate, by a majority of those present. Votes by secret ballot shall be enumerated.

F. The meetings of the Assembly shall be open. The Chairperson or the Assembly by resolution may recognize observers who wish to participate in discusssions.

IV. ELECTIONS

A. An Election Committee shall be appointed by the Chairperson; it shall consist of the Secretary and two other Assembly members not up for re-election.

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IV. (continued)

B. At the October Assembly meeting the Secretary shall distribute master list of personnel eligible to vote to Unit Representatives.

C. The Unit Representatives shall verify the list, notify unit personnel eligible to vote, and request nominations.

D. Two weeks after the October Assembly meeting the Unit Representatives shall forward the list of nominees for their unit to the Secretary who shall determine that the said nominees are willing to serve.

E. At the November meeting the Secretary will distribute the ballots for each unit to the Unit Representative.

F. Each ballot packet shall include election instructions, the list of nominees, and a return envelope addressed to the Secretary. The Election Committee shall assist the Secretary in preparing the ballots.

G. The ballots will be returned to the Secretary by November 15th.

H. The ballots shall be counted by the Election Committee, and the results announced at the December meeting.

I. Vacancies on the Assembly shall be filled by the Assembly authorizing the remaining Unit Representative, or the Secretary, to conduct an interim election within the month after the resignation is reported to the Assembly.

V. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, current edition, shall govern the Library Assembly in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this assembly.

VI. AMENDMENT OF THE BY-LAWS

These By-Laws may be amended, added to, or repealed by a majority vote of the Library Assembly at any duly constituted meeting, provided written notice of such proposed changes has been sent by the Secretary to each representative at least two weeks before the meeting.

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BYLAWS OF THE ACADEMIC ASSEMBLY OF LIBRARIANS

Ratified March 19, 1974; updated

January 13, 1978

I. Purpose:

The Academic Assembly of Librarians is organized to foster the professional development and academic growth of librarians and to provide a means for broader professional staff participation in the development of the Temple University Libraries. By committee work, debate and resolution, it will express corporate views on broad policy of library administration. Members are encouraged to be active participants in the Temple University Libraries Staff Association; the Assembly shall establish the closest cooperative relationship possible with the Staff Association.

II. Membership:

All professional librarians on the budgets of the Temple University Library shall be voting members. Other librarians serving Temple University who have advanced degrees in librarianship are invited to attend but may not vote or serve on committees.

III. Structure:

A. The officers of the Academic Assembly of Librarians shall be a Chairman, Vice-Chairman-Chairman-Elect, a Corresponding Secretary, and a Recorder. The officers, along with two Members-at-Large and a Representative of the Temple University Library Staff Association, shall constitute the Steering Committee of the Academic Assembly. The Director of Libraries shall be an ex-officio, non-voting member of the Steering Committee.

B. The Chairman shall serve a one-year term, and shall have been a member of the Academic Assembly for two years prior to taking office. The Chairman shall preside at meetings of the Assembly and of the Steering Committee; convene special meetings of the Steering Committee; and be a full voting member of the Steering Committee.

C. The Vice-Chairman-Chairman-Elect shall serve a one-year term and succeed to the office of Chairman the following year. The Vice-Chairman shall have been a member of the Assembly for two years prior to taking office. The Vice-Chairman shall substitute for the Chairman in his absence; assist the Chairman in arranging times and locations for meetings of the Assembly and the Steering Committee; see that agenda are prepared and distributed in advance of Assembly meetings and that members are notified of meetings.

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D. The Corresponding Secretary shall serve a two-year term, being elected in alternate years with the Recorder. The corresponding Secretary shall be responsible for all correspondence and communications of the Assembly and of the Steering Committee not assigned to other officers.

E. The Recorder shall serve a two-year term, being elected in alternate years with the Corresponding Secretary. The Recorder shall keep the minutes of the Assembly and the Steering Committee and maintain the files of both.

F. The two Members-at-Large of the Steering Committee shall serve two-year terms, being elected in alternate years.

G. The TULSA Representative shall serve a one-year term and be elected by the Temple University Library Staff Association from among its members who are also members of the Academic Assembly. The TULSA Representative shall be a full voting member of the Steering Committee.

H. The Steering Committee shall hold open meetings at least once a month, and may invite anyone to attend its meetings. The Steering Committee shall hold meetings with the administrative officers of the Library (the Director, Associate Director, Assistant Director, and Personnel Librarian) at least twice a year, and more often as is deemed necessary.

I. Standing Committees of the Academic Assembly shall include, but shall not be limited to, the following:

1. Committee on Hiring Procedures
2. Committee on Promotion and Regular Appointment
3. Nominating and Elections Committee
4. Committee on Continuing Education

J. Except for cases where the Assembly has approved a different procedure or modus operandi, standing committees shall report to the Steering Committee, which shall review, and approve or recommend changes in their reports, and transmit these reports to the Assembly for action.

K. All members of standing committees shall be elected by the Assembly with the exception of those who are members of committees because of their administrative positions. Temporary vacancies of 2-6 months shall be filled by appointment by the Steering Committee. Such appointments shall be only for the duration of the elected member's absence; appointees shall be from the same division as the elected member.

L. The chairman of an ad hoc committee may be elected by the Assembly membership at a particular meeting, with the remainder of the committee being chosen by the elected chairman from the volunteers; or, if the Assembly chooses, the committee may be chosen in some other manner, such as having the entire committee elected by ballot.

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M. New members of the Steering Committee and of the Standing Committees, except members of the Committee on Promotion and Regular Appointment, shall be elected at the regular May meeting, and take office July 1st. Elections for the Committee on Promotion and Regular Appointment shall occur at the regular September meeting, and members shall take office immediately. An individual shall not chair more than one standing committee, nor shall a member of the Steering Committee chair a standing committee.

N. A Nominating and Elections Committee of three librarians shall be elected at the regular meeting of the Assembly in May to serve for one year. It shall nominate candidates for all elective vacancies, and shall nominate at least two candidates for offices to be filled at the May meeting, and distribute the report of its nominations to the members of the Assembly at least two weeks before election. Additional people may be nominated by three members of the Assembly, with the approval of the nominee. Those nominations shall be posted. Additional nominations from the floor shall be permitted at the May meeting. The Committee shall be responsible for conducting all elections for candidates to elective office.

O. We understand that the protections conferred by regular appointment of Librarians as established in the Temple/AAUP Contract, 1975-9, are equivalent to the protections conferred by tenure. The Committee on Promotion and Regular Appointment will consist of six members: two elected from each of the major units (TSD & PSD), two elected from a unit compared of all librarians not attached to one of the two major units. The terms for members will be two years with terms overlapping. All members must have regular appointment; however, this requirement shall not prevent members of the committee as of the passage of this by-law, 12 January 1978, from completing their current terms. No librarian shall serve on the Committee, once he has approved submission of his name for promotion. Resignation will be effective immediately.

P. Voting on the composition or membership of the Committee on Promotion and Regular Appointment, on procedures and criteria of that Committee, and on any other motions directed substantially at that Committee, excepting changes of the Assembly's by laws, shall be only by the librarians of the Assembly (as "librarians" are defined in the Temple/AAUP contract).

IV. <u>Meetings</u>:

A. The Assembly shall meet at least five times each year. Regular meetings shall be held during the second full week of September, November, January, March, and May, unless otherwise rescheduled within the same month by the Assembly or by the Steering Committee.

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B. Special meetings may be called by the Chairman or the Steering Committee and when requested in writing by twenty-five percent of the membership.

C. Notices and agenda for each regular meeting shall be sent out to Assembly members one week in advance of the meeting date.

D. The parliamentary authority for the Assembly shall be Robert's Rules of Order Newly Revised, 1970.

V. Amendments:

This document can be amended at any regular meeting of the Assembly by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous meeting.

[25.Jan.78]

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CONSTITUTION OF THE TEMPLE UNIVERSITY LIBRARIES STAFF ASSOCIATION

ARTICLE I
NAME

Sec. I. The name of this association shall be the Temple University Libraries Staff Association, hereinafter referred to as the Staff Association.

ARTICLE II
PURPOSE

Sec. I. The purpose of this Association shall be to promote the general welfare of its members, to channel grievances, to provide a means of expressing staff opinion, and to further interests of the Library.

ARTICLE III
MEMBERSHIP AND DUES

Sec. I. Membership in the Staff Association shall be open to all full-time salaried employees of all the libraries of Temple University except the Director(s) and Associate or Assistant Directors and the Personnel Librarian.
Part-time employees and student assistants may join as associate members at one-half the yearly dues.

Sec. II. Dues in the Staff Association shall be set by consent of Staff Association and assessed yearly. Payment of dues entitles Staff Members to participate in the activities of the Staff Association.

ARTICLE IV
MEETINGS

Sec. I. There shall be a meeting of the Staff Association every two (2) months. The May meeting shall be the annual business meeting for the election of officers and submission of annual reports. Additional meetings may be called by the President or on petition from 1/3 of the members.

ARTICLE V
OFFICERS

Sec. I. The officers of the Staff Association shall consist of a president, vice-president, secretary, and treasurer elected annually.

Sec. II. The Executive Committee shall be composed of the above officers and one representative from each of the major employment levels; professional, bibliographic assistant, and clerical.
The Affairs of the Association shall be managed in the intervals between meetings by the Executive Committee.

Sec. III. The Nominating Committee shall present a slate of professional and non-professional staff members as candidates for office to be voted on at the annual business meeting. Nominations from the floor may be made at this meeting.

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The positions open for nomination shall be those of the officers, the employment level representatives, and the Personnel Committee chairman. Employment level representatives will be elected only by members from the representatives employment group.

Sec. IV. Any vacancy on the Executive Committee shall be filled by a Presidential appointment and with the approval of the Executive Committee until the next election.

Sec. V. In the event of the resignation of the President and Vice-President, the Secretary shall call a special meeting of the Staff Association to fill these vacancies.

ARTICLE VI
AMENDMENTS

Sec. I. This Constitution may be amended by a two-thirds vote of all members present at any regular meeting, provided a note of the article to be amended has been submitted to the members in writing at least two weeks before the meeting.

ARTICLE VII

Sec. I. Fifty percent of the Staff Association shall constitute a quorum.

ARTICLE VIII
RULES OF ORDER

Sec. I. The Staff Association shall be governed by Robert's Rules of Order.

BY-LAWS

ARTICLE I
OFFICERS

Sec. I. President

The President shall call and preside at all business meetings of the Staff Association and of the Executive Committee.

He shall name the Parliamentarian and the chairmen of the Social and Nominating Committees with the consent of the Executive Committee.

He shall be an ex-officio member of all committees, except Nominating Committee.

The President may appoint and dissolve any special committee with advice and consent of Executive Committee.

He shall be responsible for arranging communication through brief regular meetings for the Executive Officers and the Personnel Committee Chairman with the Library and University administration to discuss matters of staff welfare.

Sec. II. Vice-President

During the incapacity, absence, and/or resignation of the President, the Vice-President shall possess all the powers and perform all the duties of the President.

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The Vice-President shall be responsible for all publications and shall act as chairman of the Publication Committee.

Sec. III. Secretary

The Secretary shall carry on the correspondence of the Staff Association.
The Secretary shall keep the minutes of each meeting of the Staff Association and the Executive Committee. As soon as convenient after each meeting, he shall furnish a copy of the minutes to the President and shall post a copy of the minutes on the Staff Bulletin Board.
The Secretary shall obtain names of new Staff members and acquaint them with the existence and functions of the Staff Association, and supply them with a copy of the Constitution and By-laws.
He shall notify the membership at least one week in advance of all regular Staff Association meetings.

Sec. IV. Treasurer

The Treasurer shall have custody of all Staff Association funds, which shall be deposited in a local bank.
He shall receive all Staff Association monies.
The Treasurer shall act as chairman of the Finance Committee.
He shall disburse funds when authorized by vote of the membership or the Executive Committee.
After payment of outstanding bills, he shall once a month make a review of known expenses of the coming month, and shall leave a reserve in the checking account and shall transfer funds to the savings account.
He shall appoint an assistant to be approved by the Executive Committee to act as Treasurer during his absence or incapacity, to give general assistance to the Treasurer, and to serve on the Finance Committee.
He shall report the financial conditions of the Staff Association at each business meeting.
he shall maintain a list of members in good standing.

Sec. V. Employment Group Representatives

The three representatives shall be considered a part of the Executive Committee and attend all meetings of this Committee. They shall represent the majority view of their group on the Executive Committee and shall be empowered to call emergency meetings of their group when there exist specific applicable problems. They shall serve as Ad Hoc members of the Personnel, Finance, Publications and Social Committees.

ARTICLE II
Committees

Sec. I. All committees shall consist of at least three (3) members.

Sec. II. The standing Committees shall be: Personnel, Publications, Nominating, Finance, and Social.
The Chairman of a committee shall call such meetings as are necessary to transact the business assigned to it, and shall be prepared to make a report at any meeting of the Association in addition to submitting monthly written reports to the Executive Committee and Publications Committee.

Sec. III. Personnel Committee

Shall consist of seven members which shall be appointed by the Personnel Committee Chairman.

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The Personnel Committee shall survey and study problems concerning the general welfare of library staff members at Temple University, and formulate group recommendations for action for submission to the membership and/or Executive Committee.
It shall study the possibilities of bettering library service at the University and make recommendations to the Library administration with the consent of the Executive Committee.
It shall meet regularly with the Library Administration to discuss problems of staff welfare and library service and to attempt a solution of these problems.

Sec. IV. Publications Committee
Shall edit and publish a monthly publication and any publication authorized by the Executive Committee.
Shall receive once a month from the Secretary a list of new Staff members. The committee shall prepare and distribute a brief newsletter of appointments and resignations, committee minutes and Executive Committee minutes.

Sec. V. Nominating Committee
A slate of Nominees shall be posted at least two weeks prior to the May business meeting of the Staff Association.

Sec. VI. Finance Committee
Shall consist of five members including the Treasurer and Assistant Treasurer.
Shall assist the Treasurer and Assistant Treasurer in the collection of dues.
Shall be responsible for a twice yearly audit of the funds of the Staff Association.
Shall make recommendations on the amount of dues to be assessed annually.

Sec. VII. Social Committee
Shall be responsible for organizing and promoting the social and welfare activities of the Staff Association including outside events and special dinners.
Shall plan and arrange two (2) "Welcome Teas" for new members, one to be held in September and one in March.
Shall be responsible for planning any programs.
Shall plan and arrange the annual "Christmas Party".
Shall send appropriate expressions of sympathy in cases of illness or death of a Staff member or his immediate family.
Shall consult with the Treasurer before spending funds and make a monthly report to the Treasurer of funds spent.
Shall be responsible for the supervision of Staff room including servicing present soda machines.

ARTICLE III
Amendments to the By-laws

Amendments to the By-laws may be made by two-third vote of all members present at any regular meeting, provided the text of the proposed amendment has been submitted to the members in writing at least two weeks before the meeting.

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Constitution
of the
ASSEMBLY OF LIBRARIANS
Northwestern University Library
Evanston, Illinois

ARTICLE I. Name

Section 1. The name of this organization shall be the Assembly of Librarians.

ARTICLE II. Objectives

Section 1. To create a forum where matters of concern to librarians at Northwestern University Library may be discussed and appropriate courses of action determined.

Section 2. To enable librarians to participate in the decision making processes of Northwestern University Library including policy, appointments, promotions, standards, rights, privileges, and obligations of the librarians at Northwestern University Library.

Section 3. To encourage the University Librarian to consult with, and inform, the Assembly of impending action on matters concerning librarians' welfare and interests.

Section 4. To promote professional development by means of special programs, continuing education, in-service training, and involvement in professional organizations.

ARTICLE III. Membership

Section 1. All professional librarians employed by Northwestern University Library are voting members of the Assembly. This definition also includes those employees given professional status by the library administration whether or not they hold graduate degrees in library science.

Section 2. Northwestern University Library is defined as: the main University Library, Geology Library, Mathematics Library, Music Library, Schaffner Library, the Science-Engineering Library and Transportation Library.

Section 3. The Assembly of Librarians may extend special voting membership to any individual for the Assembly year (October - September) upon the concurrence of the majority of the Assembly members and with further extension of the special voting membership subject to the same procedure.

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ARTICLE IV. Officers

Section 1. The officers shall be President, Vice-President, and Secretary.

Section 2. The term of office for each officer shall be one year, commencing October 1.

Section 3. No elected officers shall serve more than two consecutive terms in the same office.

Section 4. In the event of a vacancy in the office of President, the Vice-President shall serve as President for the remainder of the term.

Section 5. a. In the event of a vacancy in the office of Vice-President or Secretary within the first eight months of the term an election shall be held within four weeks following the date of the vacancy. Nominations shall be accepted from the floor during a business meeting held within the four week period. Election to fill the vacancy shall be held at the same meeting. The individual receiving the largest number of votes cast (i.e. plurality) shall be declared elected.

b. In the event of a vacancy in the office of Vice-President or Secretary within the last 4 months of the term the President shall appoint a member to fill the vacancy.

Section 6. The duties of the officers shall be as follows:

a. The President shall
   1) preside at all meetings of the Assembly
   2) represent the Assembly in its communications with the University Librarian, the academic community, and the University administration
   3) appoint members to committees other than those which are elective
   4) appoint a Parliamentarian who shall interpret procedure from the latest edition of Robert's Rules of Order.

b. The Vice-President shall
   1) assume the duties of the President in the President's absence
   2) act as the program chairperson of the Assembly
   3) serve as President-elect and succeed the existing President for the next term.

c. The Secretary shall
   1) schedule meetings, at the request of the President, and notify members of meetings
   2) take the minutes of the meetings or arrange to have minutes taken if absent
   3) distribute minutes of the meetings to all members
   4) maintain an up-to-date list of members
   5) distribute copies of this constitution and any amendments (See Article IX)
   6) deposit copies of the minutes of the meetings, constitution and constitutional amendments in the University Archives.

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ARTICLE V. Nominations & Elections

Section 1. Nominations for all elective positions shall be made by the Nominating Committee. These nominations shall be distributed to the membership at least one week prior to a business meeting in May, where they shall be placed before the membership. Additional nominations may be made from the floor at this meeting provided nominees have been contacted in advance.

Section 2. The entire election process (i.e. the preparation and distribution of mail ballots, the tallying of votes, and the presentation of results to the membership) shall be conducted by the Nominating Committee or by persons designated by the Nominating Committee. Candidates for office shall not participate in the conduct of the election.

Section 3. The election of elective positions shall be by mail ballot distributed to the membership following the meeting at which the nominations were presented. All ballots, including runoff ballots, must be returned no later than two weeks following their distribution. The election shall be valid only if 51% or more of the membership participates. Those nominees receiving the largest number of votes (i.e. plurality) shall be declared elected. Ties which prevent a position from being filled shall be resolved by runoff mail ballot(s) listing the names of those persons tied for the position.

Section 4. Nominations and elections for positions vacated throughout the year which require a replacement shall be conducted by the Nominating Committee.

ARTICLE VI. Quorum and Meetings of Members

Section 1. Quorum

a. Fifty percent of all the full-time librarians currently employed at Northwestern University Library on the Evanston campus with the exception of those employed on a contractual basis as specified by a grant or grants will constitute a quorum. If there is no quorum a business meeting may not be held. A program meeting, at which no business is conducted, requires no quorum.

b. When voting on a particular issue a simple majority will carry any given measure, unless otherwise specifically stated in Robert's Rules of Order.

Section 2. Meetings.

a. At least one business meeting shall be called no less than once every two months, except August and September (See Article V). Program meetings may be held at any time.

b. Ten members of the Assembly, upon written notification, are able to call a meeting. Written notification shall be in the form of a memorandum to all members and signed by the ten members. The notification shall be delivered to each member at least three days before the meeting is to be held.

c. Should the University Librarian wish to meet with the librarians, the Librarian may request the President to convene the Assembly or he may call a meeting of the professional staff.

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ARTICLE VII. Committees

Section 1. Conditions of Service Committee
This committee, consisting of five members, shall be elected by the Assembly. Either two or three members shall be elected each year to serve two-year terms. The committee's chairperson shall be chosen by the committee members.

Section 2. The Hearing and Appeal Committee
a. This shall be a standing committee to deal with specific instances concerning conditions of service, including appointments, promotions, classifications, dismissals or other grievances.
b. This committee, consisting of five members and two alternates, shall be elected by the Assembly. Its chairperson shall be chosen by the committee members. One of the alternates will automatically replace a committee member if that member is making an appeal or if that member is in direct supervisory assent to the appellant.

Section 3. Executive Committee
a. This shall be a standing committee to act as advisor to the President of the Assembly, who acts as chairperson of this committee.
b. It may act in behalf of the Assembly, subject to its later ratification, during emergency situations. An emergency situation is defined as the necessity to initiate action within two hours, or the inability to gather a quorum for an Assembly meeting within the time schedule presented by the situation.
c. This committee is to be composed of the officers of the Assembly.

Section 4. Continuing Appointments Committee
a. This shall be a standing committee to deal with policy and procedures related to continuing appointments and to recommend staff members to the University Librarian for continuing appointments.
b. This committee, consisting of five members and two alternates who themselves hold continuing appointments, shall be elected by the Assembly. Its chairperson shall be chosen by the members. One of the alternates will automatically replace a committee member who is in direct line of supervision of a candidate to be considered.

Section 5. Nominating Committee
a. This shall be a standing committee to nominate persons for elective positions for the spring elections and for vacancies in these positions which occur during the year.
b. This committee, consisting of three members, shall be elected by the Assembly. The committee chairperson shall be chosen by the members.
c. The committee shall conduct the nomination and election process as specified in Article V above.

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Section 6. Additional Committees

a. Other committees may be formed when deemed necessary either by the President or membership.

b. Standing committees may be created only by the Assembly and take the form of an amendment to Article VII of this constitution.

ARTICLE VIII. Amendments

Section 1. An amendment to this constitution may take place at any business meeting of the Assembly by a two-thirds vote, provided the amendment was submitted in writing at a previous business meeting.

ARTICLE IX. Distribution of this Constitution and Annual Reports

Section 1. In the event of an amendment to this constitution, copies of the amendment shall be distributed by the Secretary to every member. A revision of this constitution, which includes all amendments made during the year, shall be distributed by the outgoing Secretary at the September meeting. A current copy shall also be given to each new staff member qualified for membership within the first week of the member's arrival.

Section 2. Each standing committee except for the Nominating Committee shall prepare an annual report, to be submitted in writing to the President by October 1, for distribution to members when requested. The report shall include, but not be limited to, summaries of the charges to the committee, the work accomplished by the committee, and any unresolved matters.

September, 1978

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The University of Georgia Libraries Staff Association Constitution
(Revised September 28, 1978)

Article I - Name

This organization shall be known as the University of Georgia Libraries Staff Association.

Article II - Purpose

To promote the welfare of the staff and libraries, and to provide organization for staff activities.

Article III - Membership

Every member of the University of Georgia Libraries Staff shall automatically be a member of the Association.

Administrative personnel above the level of department head and retired members shall be considered honorary members without voting privileges and without financial or activity obligations.

Article IV - Officers and Their Election

Section 1. The officers of the Association shall be (1) President, (2) Vice-President, (3) Secretary, and (4) Treasurer. These officers shall perform the duties specified by the By-laws, and such other duties as are usually incident to their offices.

Section 2. The Executive Board of the Association shall consist of the officers of the Association; the immediate past president, ex officio; the chairperson of each standing committee; and the elected representatives from the law, main, and science libraries.

Section 3. Any member shall be eligible to hold office after he or she has been employed for six months.

Section 4. Each officer shall be elected for one year, and no officer may be elected for two consecutive terms for the same office.

Section 5. Election Procedure

(a) Elections shall be held at the semi-annual meeting in January.

(b) A nominating committee of 3 persons, one representative from main, science, and law libraries shall be appointed by the president in November to appoint a slate of candidates. The report of the nominating committee shall be posted one month before the January meeting. Further nominations may be given to the nominating committee by the staff two weeks before the meeting. The complete slate will be posted one week before the election meeting.

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(c) Absentee ballots may be submitted to the library representative prior to the January meeting. Voting shall be by ballot at the January meeting.
(d) A majority vote of the quorum shall be sufficient for election.
(e) Any vacancy which may occur in office shall be filled by appointment by the Executive Board.
(f) All members, except honorary members, shall be eligible to vote.
(g) Elections for representatives will be held before the January meeting by the respective libraries. The number of representatives from each library may be voted on by the association. Library staff at other facilities will be considered a part of the main library and represented by the main library representative.

Article V - Meetings

Section 1. There shall be two meetings annually (one in January for the election of officers).

Section 2. The President shall call a special meeting any time the Executive Board deems necessary, or at any time the Executive Board has been petitioned to do so by any committee, or by as many as five members of the Association.

Article VI - Amendments

This constitution may be amended by assenting vote of two-thirds of the quorum present at any business meeting, provided notice has been given for one week that an amendment is contemplated.

By-Laws
(Revised September 28, 1978)

Article I - Dues

Section 1. There will be no dues attached to membership in this Association. A contingent fund will be established and members are urged to contribute $1.00-$2.00 each year during the month of February. The contingent fund will be used to meet the expenses of the Association.

Article II - Powers of the Executive Board

The Executive Board shall have general control and supervision of the affairs of this Association, and in the interval between meetings shall have authority to take such action not in conflict with the Constitution and By-laws as is necessary to give effect to measures noted by the Association.

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Article III - Duties of Officers

Section 1. The President shall convene, preside over, and adjourn all meetings of this Association and the Executive Board. He or she is an ex officio member of standing committees.

Section 2. In the absence of the President, the Vice-President shall assume all duties, powers and privileges of the President's office. The Vice-President shall serve as co-ordinator of all special activities. He or she shall also serve as chairperson of the Publications Committee.

Section 3. It shall be the duty of the Secretary to (1) record the proceedings of all meetings, (2) maintain a correct roll of all members, (3) furnish the Executive Board a complete list of all members eligible to hold office at least two months prior to the election meeting.

Section 4. It shall be the duty of the Treasurer to (1) accept contributions (2) pay all bills approved by the Executive Board (3) present an itemized treasurer's statement when called for.

Article IV - Standing Committees

Section 1. The officers of the Association shall appoint the chairpersons of the following standing committees for a period of one year and such other committees as the Executive Board may from time to time deem necessary.

(1) Welfare Committee
(2) Social Committee
(3) Education Committee
(4) Grievance Committee
(5) Publications Committee
(6) Book Ordering Committee

Unless stated otherwise, the number of members on each committee should be left to the discretion of the committee chairperson, with only a minimum of three, one each from main, science and law libraries, as mandatory.

The duties of the standing committees shall include the following:

Section 2. The Welfare Committee shall take appropriate action in the event of weddings, births, illnesses and deaths as defined in Standing Rule 1.

Section 3. The Social Committee shall supervise the use of the Staff Rooms and plan such staff gatherings of a social nature as the Association may deem advisable. The Committee shall take appropriate action in the event of retirements and staff resignations as defined in Standing Rule 2. Also, the Committee shall plan any special functions suggested to and approved by the Executive Board. Those who have not contributed to the contingent fund will be asked for a small contribution for staff functions. For those social functions held off campus, a nominal contribution would come from the treasury, if necessary, with the majority of the cost supplied by the participants.

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Section 4. The Education Committee shall be responsible for providing opportunities for members of the staff to discuss matters of interest to them through study groups or otherwise, and shall attempt to provide members of the staff an opportunity to hear visitors to the library who would be of interest to them. The Education Committee shall be responsible for the Staff Association bulletin boards. It shall also be the duty of the committee to greet new staff members and to provide information about the Staff Association.

Section 5. The Grievance Committee shall be composed of five members: two professionals and three non-professionals. It shall hear any member who has a complaint or grievance of a work-oriented nature and undertake to give said staff member advice and/or assistance in solving related problems.

Section 6. The Publications Committee shall be responsible for all publications of the Staff Association. The Vice-President of the Staff Association shall serve as chairperson of this committee.

Section 7. The Book Ordering Committee shall be composed of three members, one each from main, law, and science libraries. They shall be in charge of accepting requests from staff members for orders and shall submit them to the chairperson of the committee.

Article V - Quorum

A quorum shall be those present, providing the meeting is announced ten days in advance. If less than ten days notice is given, then fifty (50) members present will constitute a quorum.

Article VI - Notice of Meetings

At least ten days written notice shall be given for each regular meeting.

Article VII - Parliamentary Procedure

Section 1. Robert's Rules of Order, newly revised edition shall be followed by the Association in all cases involving parliamentary procedure when it does not conflict with the constitution of the Association.

Section 2. The rules may be suspended by a two-thirds vote of the quorum present at the given session.

Standing Rules

Section 1. In the event of weddings, births, and short illnesses among the staff, an appropriate card will be sent in the name of the Association. In the event of a long and serious illness of a staff member or of a death in his or her immediate family - parents, foster parents, sister, brother, wife, husband, child, and other members of the household- flowers or some equivalent expression of sympathy shall be sent in the name of the Association. In the event of the death of a staff member an appropriate expression of sympathy shall be sent to the family.

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Section 2. Upon a member's retirement, arrangements may be made for an appropriate social function and/or gift. Expenses for the social function only, may be defrayed from Staff Association funds. Parties in honor of staff members will usually be given only in the event of retirement. There will be a standard gift for retirement.

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YALE UNIVERSITY LIBRARY STAFF ASSOCIATION

CONSTITUTION AND BYLAWS

Adopted 1973 April 18

C O N S T I T U T I O N

Article I. Name.
Sec. 1. The name of this body shall be the Yale University Library Staff Association (YULSA).

Article II. Purpose.
Sec. 1. The purpose of the YULSA shall be:
(A) facilitate communication among all areas of the Yale University Libraries,
(B) promote the general interests of the Library and its staff,
(C) provide opportunities for professional growth,
(D) encourage good fellowship among the YULSA membership.

Article III. Membership.
Sec. 1. There shall be two types of membership: contributing and regular.
Sec. 2. All non-temporary employees of the Yale University Library are, by definition, regular members of the YULSA.
Sec. 3. All members not in financial arrears shall be contributing members.
Sec. 4. The right to hold elective office and to vote in any election of the YULSA or on any question before the YULSA shall be restricted to contributing members.

Article IV. Officers and elected officials.
Sec. 1. The officers of the YULSA shall be:
(A) President,
(B) Vice-President (President-Elect), and
(C) Secretary-Treasurer.
Sec. 2. The elected officials of the YULSA shall be:
(A) Vice-President (President-Elect).
(B) Secretary-Treasurer.
(C) Two SML Representatives who shall represent those members of the YULSA whose place of work is in the Sterling Memorial Library building.
(D) A number of school and departmental library Representatives. Each physical location, other than the Sterling Memorial Library building, at which five or more full time employees of the Yale University Library work is entitled to one

Representative who shall represent those members of the YULSA who work there. Each part time non-temporary employee shall be counted as one half of a full time employee for the purpose of this determination. The number of Representatives elected under this Subsection shall not exceed the number of physical locations satisfying the preceding definition of entitlement.

(E) One Representative at Large who shall represent all non-temporary Library Staff members not otherwise represented.

Article V. Meetings.

Sec. 1. Meetings shall be held as provided for in the Bylaws.

Sec. 2. A quorum of 25 contributing members shall be required for the transaction of business.

Article VI. Executive Board.

Sec. 1. The Executive Board of the YULSA shall consist of:

(A) The officers of the YULSA,

(B) The elected officials of the YULSA,

(C) The Chairman of each of the Standing Committees,

(D) The past President, and

(E) A Representative of the Library Professional Staff Association Council (ex-officio member--non voting).

Sec. 2. A quorum of the Executive Board shall be either a majority of those members present in New Haven, Connecticut, or 8 members, whichever is greater.

Sec. 3. The Executive Board shall have general supervision of the affairs of the YULSA between its business meetings, fix the hour and place of meetings, make recommendations to the YULSA, and shall perform such other duties as are specified in the Constitution and Bylaws. The Executive Board shall be subject to the orders of the YULSA, and none of its Acts shall conflict with actions taken by the YULSA.

Sec. 4. The Executive Board shall take whatever action and set whatever rules necessary for its own smooth and efficient internal operations.

Article VII. Committees.

Sec. 1. Standing Committees.

(A) The standing committees of the YULSA are those that are enumerated in the Bylaws.

(B) The chairman of a standing committee shall be appointed by the President with the advice and consent of the Executive Board, unless the bylaws relating to that committee define a different procedure.

Sec. 2. Special Committees.

(A) The President shall appoint special committees from time to time as deemed necessary to carry on

the work of the YULSA.

(B) Special committees shall exist until their task is carried out, or until the first Executive Board meeting after officers installation, whichever occurs first.

(C) The President and Vice-President shall be ex-officio members of all committees except where denied that privilage by the Consitution or Bylaws.

Article VIII. Parliamentary Authority.

Sec. 1. The rules contained in the most current edition of "Roberts' Rules of Order Newly Revised" shall govern the YULSA in all cases to which they are applicable and in which they are not inconsistent with the Constitution and the Bylaws of the YULSA or with any special rules of order the YULSA may adopt.

Sec. 2. The YULSA shall not take any actions contrary to the rules of Yale University, the Statutes of the city of New Haven, Connecticut, the Statutes of the State of Connecticut, or the Statutes of the United States of America.

Article IX. Amendments.

Sec. 1. This Constitution may be amended at any official business meeting of the YULSA providing that notice and publication has taken place. It may also be amended by mail ballot.

Sec. 2. Notice.
Notification in writing of the coming vote must be sent to each contibuting member at least fourteen days in advance of the meeting at which the vote shall take place. Included in this notification shall be the places of publication of the proposed amendments.

Sec. 3. Publication.
At least fourteen days prior to the meeting at which the vote shall take place, a copy of the existing Constitution and a copy of the changed amendments shall be in the possesion of all officers and elected officials and shall also be posted in those locations commonly used for the YULSA business and notices.

Sec. 4. A proposed amendment shall be placed on a meeting adgenda by one of the following:

(A) Recommendation by the executive board, or

(B) Recommendation by a Bylaws commitee, or

(C) Submission of the proposed changes (in writing for publication) by petition of 25 or more contributing or regular members.

Sec. 5. Any proposed amendments that are not enacted may not be resubmitted for a period of at least six months.

Sec. 6. It shall require a two thirds vote of those contributing members present at an official business meeting or a two thirds vote of returned written ballots to amend this Constitution.

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BYLAWS

Article I. Dues.

Sec. 1. The Yale University Library Staff Association shall collect annual dues, the amount to be set by the Executive Board of the Association.

Article II. Meetings.

Sec. 1. Official Business Meetings.

(A) The Annual Meeting of the Association shall be an official business meeting scheduled each year during the month of April or May, at which the nominees for elective office shall be introduced.

(B) The Executive Board shall have the right to call any additional official business meetings deemed necessary.

(C) Only contributing members shall attend and vote at official business meetings.

Sec. 2. Regular Meetings.

(A) The Executive Board shall have the right to call any additional meetings deemed necessary.

(B) Upon submission of a written request of 20 members the Executive Board shall call a meeting within fourteen days.

(C) Any member of YULSA, either a regular or contributing member, may attend the regular meetings.

Article III. Nominations and Elections.

Sec. 1. Nominations.

(A) The Executive Board, at least six weeks prior to each Annual Meeting of the Association and upon recommendation of the President, shall appoint a Nominating Committee of at least three contributing members.

(B) Such committee shall, with each nominee's consent, nominate candidates for elective office.

(C) Members of the Library Scholarship Fund and Classification Review Committees shall suggest to the Nominating Chairman the names of candidates to replace members who resign and/or retire.

(D) The Nominating Committee shall present the names of candidates for election in blocks of at least two names each. All contributing members of the Association shall vote for only one name from each block for the offices of Vice-President (President-Elect), Secretary-Treasurer, and for two names from each block for the Classification Review Committee and Library Scholarship Fund Committee.

(E) Members of Sterling Memorial Library shall, in

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addition, vote for two SML Representatives, as provided in Article IV, Sec. 2 (C), of the Constitution.

(F) Members of school and departmental libraries with fewer than five full time members shall vote for one Representative at Large as provided in Article IV, Sec. 2 (E), of the Constitution.

(G) The librarian or administrator in charge of each school or departmental library with five or more full time staff members shall return the name of the Representative elected by that staff to the Secretary-Treasurer within one week of receiving the Official Ballots.

(H) In the event that the Vice-President (President-Elect) shall be unable to fulfill the second year of term, the Nominating Committee shall submit the names of at least two nominees for the office of President, one of whom shall be elected to serve for a term of one year.

Sec. 2. Elections.

(A) At the Annual Meeting of the Association the President shall appoint an Election Committee to oversee the election.

(B) Official Ballot.
The Election Committee shall direct the preparation of the Official Ballot.

(i) Blocks for two Representatives from Sterling Memorial Library shall be preceded by the following instruction: To be voted upon by members of the Sterling Memorial Library Staff.

(ii) The block for the Representative at Large shall be preceded by the following instruction: To be voted on by members of school and departmental libraries having fewer than five full time members.

(iii) One week after the annual meeting a copy of the Official Ballot shall be distributed to each contributing member of the Association. Official Ballots shall be marked and returned within one week of distribution of the Official Ballots to the Secretary-Treasurer in sealed envelopes bearing on the outside the words "Official Ballot" and a place for the signature of the voter.

(C) The Election Committee shall conduct the regular election and count and tabulate all votes cast, with the exception of those cast for their own Representatives by school and departmental libraries with five or more full time staff members.

(D) The duly elected officers of the YULSA shall assume duties and responsibilities two weeks

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after official notification by the Election Committee of their election.

(E) The candidate receiving the largest number of votes shall be elected and shall be so reported to the Association by the Election Committee. In case of a tie vote, the successful candidate shall be determined by lot conducted by the Election Committee.

Article IV. Standing Committees.

Sec. 1. There shall be five standing committees, responsible to the Executive Board.

(A) Staff Activities and Education Committee.
This Committee shall be responsible for initiating all professional, educational and cultural activities of interest to the staff. The Chairman shall be appointed by the President, with the approval of the Executive Board. The Chairman shall appoint his own Committee. The President shall be an ex-officio member.

(B) Social Committee.
This Committee shall be responsible for initiating, supervising and directing all social activities of the Association. The Chairman shall be appointed by the President, with the approval of the Executive Board. The Chairman shall appoint his own Committee. The President shall be an ex-officio member.

(C) Staff Relations Committee.
This Committee shall act as liason between the staff and the administration on behalf of the interests of the staff and shall investigate, study, and propose solutions to specific problems. It shall have as its Chairman a member of the Executive Board appointed by the President and approved by a majority vote of the Executive Board. The Chairman of the Staff Relations Committee shall appoint one Library Assistant and one Librarian who shall, with the Chairman, constitute the Staff Relations Standing Committee. Occasional subcommittees for the investigation and study of specific staff relations problems shall be appointed by the standing committee.

(D) Library Scholarship Fund Committee.
This Committee shall be responsible for administering the Library Scholarship Fund, a fund whose purpose is to assist staff members in furthering their professional education. It shall consist of four members, including two Librarians and two Library Assistants. At least two of the members of the Committee shall be from the staff of Sterling Memorial Library, and, if possible, at least one shall be from the staff of

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one of the school or departmental libraries. Two members shall be elected each year for a term of two years, and the Committee shall elect their own Chairman, to serve for one year, from the two members serving the second year of their term. Members shall be elected as provided in Article III of these Bylaws. The records and decisions of this committee shall be confidential, except to the applicant.

(E) Classification Review Committee.
This Committee shall be responsible for making recommendations to the Library Administration regarding new job descriptions; it shall also be responsible for submitting recommendations to the Library Administration on requests for reclassification of position levels, both from administrators and from individual staff members. The Committee shall consist of five members, including at least two Librarians and at least two Library Assistants. At least two of the members of the Committee shall be from the staff of Sterling Memorial Library, and, if possible, at least one shall be from the staff of one of the school or departmental libraries. Two members shall be elected each year for a term of two years. The Committee shall elect its own Chairman, to serve for one year, from the two members serving the second year of their term. The past Chairman shall serve on the Committee a third year, and shall constitute the fifth member. Members shall be elected as provided in Article III of these Bylaws. The records and decisions of this Committee shall be confidential, except to the applicant.

Article V. Amendments.
Sec. 1. These Bylaws shall be amended by the same procedure as specified for the Constitution with the exception of requiring only a simple majority vote of contributing members present at any official business meeting or a simple majority vote of returned written ballots.

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RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

Rutgers Libraries Newsletter

Rutgers University

Volume 5 Number 10 October 1978

UNITED WAY CAMPAIGN

George Carroll

It's that time of year again. University employees are being asked to support the United Way through their contributions and assistance with the Campaign.

For years the United Way Campaign has sought to alleviate the troubles, frustrations, and suffering of those in need of help. We, as a working community at Rutgers, have the opportunity to extend considerable aid by supporting the United Way Campaign at all campuses.

Among the many local and national agencies supported by the United Way are:

Middlesex County Association of the Blind

New Jersey Association for Retarded Citizens

Boy Scouts and Girl Scouts

Cerebral Palsy Association

Family Counseling Service of Somerset County

YMCA

Middlesex County Legal Services Corporation

National Council on Crime and Delinquency

American Social Health Association

United Service Organizations (USO)

Thanks to you, it works.
For all of us.

United Way

If you wish you may designate a specific charity for your donation.

Throughout October and early November volunteers will be working in all the libraries to gain your support. Please make their job easier by giving readily.

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NEWSLETTER STAFF

Editor: Ann Montanaro
Reporters:
Camden: Linda Baggett
Douglass: Jan Leavitt
Kilmer: Peg Law
Newark Dana: Pat Richardson
Newark Law: Anna Marie Pollara
Science & Medicine: Caroline Ferkons
Technical Services: Nancy Deerey

Rutgers Libraries Newsletter is published monthly by the staff of the libraries. Contributions are welcome and should be submitted to the editor at the Library Administrative Office, Alexander Library, N.B. The deadline for each issue is the second Tuesday of each month.

COMMITTEE MINUTES

USER SERVICES COMMITTEE
September 19,1978

The Committee discussed its priorities for 1978-79:

1. Closing of the card catalog and implications for users.
2. Consistency of statistics gathering in each unit.
3. Possibility of additional user surveys.
4. Dissemination of information of data bases to librarians and users.
5. Updated user orientation.

LIBRARY ASSEMBLY
September 11,1978

The Library Assembly passed an amendment to the Assembly By-Laws which reads:

I. Membership

B. Each of the enumerated units may elect two representatives and two alternates to the Library Assembly. All faculty and permanent staff members (including type 3) are eligible to vote and may be elected. One representative and one alternate must be staff members, and one representative and one alternate must be faculty members.

C. Each alternate will receive all minutes and communications, but will vote only when the counterpart official representative cannot attend. (In this case the alternate is, for that meeting, the official representative.)

Alternates may assist in developing assembly programs, in distributing publicity about assembly programs, and in the discussion of assembly matters with the membership of the unit.

Alternates will be elected in the same manner as official representatives.

Gil Cohen was elected to serve out Natalie Borisovets' unfinished term as vice-chairperson.

The Career Ladder Committee is working on a manual which will describe career opportunities available to staff members.

Wing Chan was selected to serve Louis Romeo's unfinished term as faculty representative from Kilmer.

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NEWS NOTES

FASP DEADLINE APPROACHING

The Research and Publications Committee would like to remind library faculty of the rapidly approaching deadline on applications for the 1979-80 Faculty Academic Study Program awards. According to a September 12 memo from James Kirby Martin, completed applications and a copy of the written proposal for a leave must be in his office by December 1,1978.

Although April 1,1979 may seem a long way off, faculty and staff are also reminded that the Office of Research and Sponsored Programs has set that date as the deadline for applications under its "Grants to Obtain Grants" program, detailed in a memo from that office and dated September 20.

NOAH WEBSTER EXHIBIT

On the occasion of the 150th anniversary of the publication of *An American Dictionary of the English Language*, the Grolier Club in New York City is mounting an exhibition on Noah Webster. It opens on the 18th of October, until mid-December.

ONLINE DATA BASES FOR LIBRARY FACULTY AND STAFF RESEARCH

The offices of Research Information Services have been providing online database searching for companies and individuals in the New Jersey area. These services include the use of the Lockheed, SDC, Information Bank/New York Times, and Dow Jones interactive systems plus numerous databases accessible through these systems.

In order to aid our colleagues in their professional research, RIS is offering this service to the full-time staff and faculty of the Rutgers University Library system at reduced cost. The charges would include the RIS stipulated cost per hour online for each databases plus the price per citation for a offline prints. Billing and search strategy costs would be absorbed by RIS as a professional courtesy to our colleagues. Searches would be undertaken as time permits, for personal professionally related research only. At the present time, only inquiries in the general subject areas of the humanities, business, and social sciences will be accepted.

For more information and a copy of *Online Databases in the Humanities and Social Sciences*, please contact Joseph Consoli at the Alexander Library Office, extension 7128.

EXHIBITIONS OF NOTE

The Behrman Collection of American Literature will be on display at the Princeton University Library from October 28 to January 21. The Morgan Library in New York will feature Drawings by Giovanni Battista Piranesi from September 5 to November 26 and Songs of the Whale, Early French Illuminated Manuscripts and Letters of Love and Affection through December 3.

RULSA BAKE SALE

RULSA is sponsoring another great bake sale on Wednesday, November 15 starting around 9:30 a.m. in the New Jersey Room at Alexander. We will be selling both snacks and whole items - cakes, pies, etc. As many donations as possible are needed. Last Spring's sale was a sell-out! Contact Andrea Host in Alexander Circulation for details. Volunteers are needed to help out on the day of the sale.

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NEWS NOTES

NEW UNIVERSITY LIBRARIAN VISITS RUTGERS

Mr. Hendrik Edelman will not officially take over his new responsibilities until January 1, however, during this interim period he is getting to know Rutgers. On September 14 he visited the Newark Campus at the invitation of the Provost and attended a Dean's Council meeting. Mr. Edelman also spent some time with Cameron Allen, Librarian of the Newark Law Library, and Jean Hamlin, Librarian of Dana Library.

On September 21 he met with George Carroll and also had meetings with several University administrators. On the weekend of September 22-24 he participated along with the President, Vice Presidents, Provosts and Deans in the University Administration Weekend Retreat. On November 3 he will meet with George Carroll, members of the University Library administration and the Librarian's Cabinet.

NLM DATA BASES WORKSHOP

The Library of Science and Medicine will host an NLM Data Bases Update workshop on November 10,1978. The deadline for registration is November 3. The fee, including luncheon is $10.00. Contact Shirley Bolles for additional information or to register, extension 3850 or 3851.

RESEARCH/PUBLICATION COMMITTEE UPDATING LIST OF PUBLICATIONS BY RUL FACULTY

If you have published, edited or compiled an article, book, or other publication during the period from September 1977 through June 1978, we would like to have a complete citation to each item. In-house publications and contributions to research projects are not to be included. A form to use for listing your publications will be available at the Library Faculty Meeting on November 1,1978. Please fill it in and send it to any member of the Research/Publication Committee. If you cannot attend the Faculty meeting, contact Annette Corth to obtain a form.

The members of the Research/Publication Committee are Mary Fetzer, Jim Artzer, Connie Rebadavia, and Annette Corth.

ART AND EXHIBITS AT DOUGLASS LIBRARY

The Associate Alumnae of Douglass College have given Douglass Library a $1500 grant to continue the Women Artist Series into Year 8. The money will be used primarily to print a catalog of the series. The Library will also house a SITES (Smithsonian Institute Traveling Exhibits System) Exhibit April 26- May 26,1979 on "Black Women in America: Achievement Against the Odds." The exhibit will be co-sponsored by the Training Institute for Sex Desegregation in Education.

DANA SURVEY REPORT AVAILABLE

A user survey was conducted at the Dana Library by the Faculty User Services Committee in May 1977. Copies of the report are available from the Librarian's Office at Dana, extension 5222.

United Way
Thanks to you, it works. For all of us.

STAFF DEVELOPMENT OFFERINGS

SECRETARIAL TIME MANAGEMENT (78-20)
Sponsor: Rutgers Office of Conference Development, Division of Continuing Education
Date: Part 1 November 8,1978, repeat November 9,1978, Part 2 November 10
Location: Holiday Inn, North Brunswick

Two one-day skills training workshops for secretaries, administrative assistants and supervisors. Designed to add hours to the business day. Help improve productivity of self and others, multiply the effectiveness of manager/secretary team.

EXECUTIVE TIME MANAGEMENT (78-21)
Sponsor: Rutgers Office of Conference Development, Division of Continuing Education
Date: November 6-7,1978
Location: Holiday Inn on the Boardwalk, Atlantic City

A two-day seminar for senior executives who want to manage their personal time more effectively and learn the proven time-saving techniques to pass-on to their subordinates.

CONSTRUCTIVE GRIEVANCE HANDLING AND EMPLOYEE DISCIPLINE (78-22)
Sponsor: Rutgers Office of Conference Development, Division of Continuing Education
Dates: November 2, November 16, December 7, January 11, February 15, March 15, April 5, May 3, May 17, June 7
Location: Woodlawn, Douglass Campus

EFFECTIVE CONTROL AND REDUCTION OF ABSENTEEISM AND LATENESS (78-22)
Sponsor: Rutgers Office of Conference Development, Division of Continuing Education
Dates: November 30, December 14, January 18, February 8, March 1, March 22, April 19, May 24
Location: Woodlawy, Douglass Campus

Grievance Handling and Reduction of Absenteeism are designed for first and second line supervisors . Newly appointed supervisors who need some help in coping with their new responsibilities and old hands who can use a refresher or reinforcement should attend.

UNIVERSITY BENEFITS SEMINAR FOR ADMINISTRATORS (78-23)
Sponsor: Office of Personnel and Organization Development
Date: October 31 at Labor Education Center, November 10 at Division of Instructional TV, November 17 at the Labor Education Center. 9:00 a.m. to 3:00 p.m.

Sponsored at the request of the Administrative Assembly, this all-day seminar will present an overview of each of the benefit plans and the impact of the day to day personnel transactions on the benefit programs. Open to all personnel eligible for the Administrative Assembly. Future classes will be scheduled as required.

NEW YORK TECHNICAL SERVICES LIBRARIANS
Date: December 8,1978

The meeting will be on the Washington Library Network On-Line System and Authority Files. For more information contact Jane Lucid or Ilona Caparros.

ON PRESERVATION: A BIBLIOGRAPHIC OVERVIEW

Susan Swartzburg

The foundation of a preservation program in the library is a working collection of publications on all aspects of preservation on the librarian's bookshelf. This collection will consist of books, pamphlets and offprints on relevant topics. While my collection of books on the preservation of library materials is extensive, I have found that my vertical file collection has become my daily working tool. Articles on preservation can be found in a variety of sources. Many of the important articles on library preservation have appeared in scientific journals or in journals for the archivist, conservators and museum personnel. It is only within the past five years that the journals for librarians have contained articles on the subject with any regularity, as members of our profession have come to recognize the enormity of the problems we face, no matter the size of our libraries.

Our principal source of information and guidance is the Preservation Office of the Library of Congress. As well as overseeing the preservation activities in their own library, this office is also responsible for developing plans for a national preservation program, centered at the Library of Congress, which will determine policies, management needs, and technical requirements. A preliminary conference to discuss national needs was held at the Library of Congress in December 1966 and a transcript of the proceedings can be obtained from the Preservation Office (Washington 20540). Recently the Office issued a nine page pamphlet, *Preserve*, meant for the general public, which outlines preservation needs and discusses the national program. The Preservation Office publishes *Preservation Leaflets*, a series of pamphlets on various topics which can be obtained free of charge. Every library in our system should be one the mailing list to receive these pamphlets. To date, the following leaflets have been published: "Selected References in the Literature of Conservation," Environmental Protection of Books and Related Materials," "Preserving Leather Bookbindings," Marking Manuscripts," and "Preserving Newspapers and Newspaper-type Materials." Forthcoming titles will discuss preservation storage and the prevention and treatment of mildew.

Every library should also have a copy of the thirty page pamphlet, *Procedures for Salvage of Water-Damaged Library Materials*, written by Peter Waters, the Head of Conservation Section at the Library of Congress. This pamphlet tells how to prepare for disaster and what supplies are needed for salvage. Its contents include assessment of damage, freezing, salvage team work, and cleaning and drying without freezing. If you get on the mailing list of the Preservation Office, you might also want to receive some of their more technical papers, which grow out of their research, although all of these are available from my office at Alexander.

The Preservation Committee of the RTSD Section of ALA is presently investigating the possibility of issuing a newsletter to keep librarians abreast of current developments in the field of library preservation, but in the meantime, librarians can turn to the *Abbey Newsletter*, which is issued five or six times a year by Ellen Fink, a librarian turned bookbinder who has a great concern for the problems faced by librarians. Subscriptions are $6.50 per calendar year and checks should be sent to *Abbey Newsletter*, 1297 Newport, Ann Arbor, Michigan 48103. *BiN: Bibliography Newsletter*, while primarily aimed at the rare book specialist, frequently contains useful information on preservation. It is $10.00 per calendar year and can be ordered from Terry Belanger, 21 Claremont Ave., New York 10027. The *Quarterly Newsletter* of the American Institute for Conservation of Historic and Artistic Works also contains much useful information on preservation. As it is available to members only, conservators with a few preservation and rare book librarians tossed in for good measure, those who wish to look at it can borrow it from my office. Files of the other two newsletters are also kept in my office.

The Alexander Library has one of the better collections on the preservation of library materials and has subscriptions to many relevant journals. My bibliography of the subject, post Cunha, is comprehensive, so we at Rutgers are not wanting in the basic materials in the field and accesability to information on the subject.

ANNUAL STATISTICAL PROFILE
1977-1978

COLLECTIONS

Volumes (monographs and bound periodicals) held 6/30/78	2,082,970
Gross volumes added 1977	110,176
Volumes withdrawn 1977	22,484
Current serials including periodicals (includes duplicate titles and standing orders)	23,252
Reels of microfilm held 6/30/78	85,021
Number of microcards held 6/30/78	102,753
Number of microprint sheets held 6/30/78	470,683
Number of microfiches held 6/30/78	578,428

PERSONNEL

Number of professional staff (librarians on the library budget only)	103
Number of non-professional staff (budgeted lines only)	223

EXPENDITURES

Books, serials, and other library materials	$2,410,860
Current serials including periodicals (sub total of above)	1,148,552
Binding	175,285
Total library materials	2,586,145
Total salaries and wages	4,522,169
other expenditures	878,808
Total library expenditures	$7,987,122

PEOPLE

We welcome our new reporters LINDA BAGGETT from Camden, PEG LAW from Kilmer, and NANCY DEEREY from Technical Services and thank them for their contributions.

The Kilmer Area Library staff members have not been resting at all this summer. Everyone has been so busy there has not been time to report of their activities for the newsletter.

MARCIA RENSINK, who is no longer on the staff, since she has started back to graduate school at the Seminary, attended a special summer study program with her husband in Holland. She had the opportunity to visit in England, Germany, and France, returning with good pictures and recipes.

ROZ FLEISHMAN, our union steward and Assembly Chairperson, has a wonderful collection of slides of her trip to the Far East. She toured the major cities of Korea, Taiwan, the Philippines, Japan, Indonesia, New Zealand, Australia, and also stopped off in Hawaii, Hong Kong, and Singapore.

STEVE BRUSH, who has started graduate school in Michigan, and is no longer

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working in our circulation department, paused for several weeks in England, Scotland, and Ireland, on his way from New Brunswick to East Lansing.

Our non-international travelers ranged over the entire country. ELLIE SPIELMAN spent a glorious two and a half weeks in California, WINNIE WINCH was camping in New Hampshire and Maine, EMMA WARREN was in Massachusetts and Virginia. GLORIA MOSLEY went to Mississippi to visit her grandfather who was 92; it was to have been a family reunion, but unfortunately he had to be in the hospital. FRANCINE KAMEN went camping in Florida during the time her garden was resting but she provided the staff members with produce of lettuce, zucchini, summer squash, tomatoes, and radishes for most of the summer. Francine is now working as a librarian in Bound Brook High School. WING CHAN took day trips, including one to Atlantic City, and worked on his house. PEG LAW was commuting again to Long Island where the whole family participated in working on the reconstruction of that part of the house destroyed by fire in April. By Labor Day most of the job was completed.

VIVIAN WOOD was a participant in the ERA March on Washington, D.C. on July 9. She was a member of the NOW contingent from the Plainfield area. DORIS WATSON's daughter Fay was graduated from Piscataway High School and she spent the summer getting Fay ready for school in Boston this Fall. CHRIS MILLER was able to get his fiancee to set a December wedding date, but more of that later.

As Fall approached, people started getting ready for their Fall activities. Some are ongoing, like the painting of the outside of KAM TRUSCOTT's house. She is continuing as our RULSA Representative, taking a weaving course at Middlesex College, being secretary-treasurer of the Kilmer Poetry Center where she and her husband Rob are very active, and jogging. MELISSA MENTHE, who has been cited in *Who's Who in American Art, 1978*, as an art librarian and photographer, will be busy with activities related to that special association. WING CHAN has been elected to the Assembly as our faculty representative and also has become a member of the New Jersey Library Development Committee to study and plan library services for the state and to make recommendations to NJLA. Wing has also completed an annotated bibliography on China, copies of which have been sent to faculty members of the Asian Studies Program of the University. VIVIAN WOOD is taking an Auto Mechanics course at the Middlesex County Vocational School in the Kilmer Area.

Peg Law

JEAN BOYLE is the new Government Documents Librarian at LSM. She is a 1967 graduate of Douglass College and received her MLS from Rutgers in 1968. Jean's most recent previous employment was as Documents Librarian in charge of the regional depository at Newark Public Library. She also headed the Inter-library Loan services there and worked for a short time at the State Library in Trenton in government documents and reference referral.

The news from Douglass Library: LYNN MILLER is currently serving as Member at Large of the NJLA Executive Board and is Chairperson of NJLA Grievance Committee. Lynn has been invited to participate in a Grants Information Workshop for the Douglass/Cook faculty. ARLENE COYLE had joined the Circulation staff. She formerly worked in Technical Services at Alexander. AMY POWERS has left Douglass to join the Government Publications staff at Alexander. MARGI ROGAL will be leaving Douglass at the end of October to join the staff at Oberlin College,near Cleveland, Ohio,as a Reference Librarian. CARLA CHANDLER is teaching Folk Dance at Highland Park Adult Evening School.

The Leavitt family traveled to Colorado and New Mexico in the month of August and visited several Indian ruins and pueblos.

CARLA CHANDLER, FRANCOISE PUNIELLO, KENDAL FUNK,MARGI ROGAL, and JAN LEAVITT all had garden plots at the C.I.T. organic garden on Cook Campus. It was a very enjoyable experience as vegetables were plentiful and delicious.

If DONALD BEETHAM or VINCENT PELOTE work in the library please have them contact Ann Montanaro, extension 7505.

PERSONNEL CHANGES

NEW EMPLOYEES

Marlene Llizo, Library Technician V, Library of Science and Medicine.
Doris Rybinski, Sr. Clerk Typist, Library of Science and Medicine.
Meral Pontier, Library Assistant IV, Multi-Media Services.
Alrey Vistro, Library Assistant IV, Newark Dana.
Elizabeth Heaney, Library Assistant IV, Processing.
Eileen Szuba, Library Assistant IV, Processing.
Florence Levine, Library Assistant IV, Order.
Martha Bednar, Library Assistant III, Order.
Steve Zahorbinski, Library Assistant III, Catalog Services.
Robert Warwick, Library Assistant III, Kilmer.
Diane Hynes, Library Assistant IV, Kilmer.
Lois Steinberg, Library Assistant II, Kilmer.
Richard Feffe, Library Assistant IV, Kilmer.
Donna Reamer, Library Assistant IV, Kilmer.
Amy Powers, Library Assistant IV, Alexander Government Publications.

PROMOTIONS OR POSITIONS UPGRADED

Ann Smith to Library Assistant II, Newark Dana.
Linda Blasi to Library Supervisor III, Data Entry, Processing.
Roberta Karch to Library Assistant II, Catalog Services.
Heidi Friedman to Library Assistant III, RBT.
Marlene Donahue to Library Assistant III, RBT.
Arlene Coyle to Library Assistant III, Douglass.
Dennis McGinty to Library Supervisor III, Alexander Circulation.
Dennis Benson to Library Assistant II, Multi-Media Services.
Don Lewis to Library Supervisor III, Alexander Circulation.
Nancy Holz to Library Assistant III, Alexander Government Publications.
Judy Lawryk to Library Assistant III, Alexander Circulation.
Libby Herman to Library Assistant III, RIS.

RESIGNATIONS

Laurence Jackson, Dana Library.
Kathleen Kozakiewicz, Dana Library.
Belinda Perry, Dana Library.
Margaret Dasori, Order.
Marsha Bartholomew, Catalog Services.
Wayne Hungridge, Shipping and Receiving.
Valerie Weinberg, Order.
Amy Powers, Douglass.
Steve Brush, Kilmer.
Linda Carpenter, Kilmer.
Chalsetta Dunn, Kilmer.
Elaine Parente, Kilmer.
Marcia Rensink, Kilmer.
Richard Toth, Kilmer.
Helene Goldstein, RBT.
Sarah Shoemaker, RBT.
Joyce Roman, Library of Science and Medicine.

STAFF ASSOCIATION HISTORY, RELATIONSHIPS, ETC.

The Staff Association was first organized in 1946. Outstanding items discussed during the early years were: time off for attending meetings, academic status for librarians, assistance to European librarians and a staff bulletin. By the late 1960's discussion had settled down to staff room housekeeping problems and the planning of the annual Christmas party.

During the 1960's a movement was growing among academic librarians to seek avenues through which librarians could break down the traditional paternalistic forms of library administration and become involved in participatory management. In the fall of 1968 the Staff Association Executive Committee recommended that the Staff Association be reorganized and strengthened. A new constitution was ratified in March 1969.

Staff Association activities after the reorganization were varied. An attempt was made to open up communication between the staff and administration through periodic departmental meetings, posting of job openings, orientation, liaison with other library organizations, and the publication of the MnU Bulletin and the MnU Newsletter. It also involved itself in budget planning, collective bargaining information, library assistant classification, grievance procedures, and the organization of social events.

As a result of all this activity, the library faculty began to toy with the idea of setting up the library as an independent collegiate unit. On October 27, 1970 the library faculty voted to constitute itself as a college and a constitution was drawn up and approved by the Board of Regents in September 1972.

When the faculty committees were elected and began their work, the Staff Association was almost completely abandoned by the faculty and lost much of its impetus and impact. Another unfortunate occurence was the overlapping of committee work of both organizations with practically no communication. The Staff Association found itself in the position of having to pare down its committee structure and concentrate on activities not covered by the faculty committees. Survival was doubtful for a while, but the Staff Association managed to survive.

It is not easy to explain the differences between the two organizations because of their organizational similarities. Since, in a sense, the Staff Association is the parent of the collegial governance organization, it is easy to see how these similarties came about. The Staff Association represents the whole staff--civil service and faculty. It has no official status and can't enforce any of its actions except through the force of public opinion. It can act outside of the library in areas where the faculty committees can't as in civil service advisory committees, bike lane studies, orientation, newsletters and social events.

The Faculty Assembly is the legislative body of the collegiate unit. Only faculty members can vote and nominate for committees and offices. Civil service people who have been elected to the Council or are members of the Civil Service Committee may vote on business not specifically involving the faculty or in elections. The Faculty assembly is a policy making body. Administrative authority lies with the Director. Policy decisions are to be made in consultation with the faculty and implemented by the Director.

The Library Council is the executive board of the Faculty Assembly. It advises the Director and represents the faculty. There are three standing committees: Collection Development, Service, and Staff Welfare and Development.

In addition to these committees, there are three committees which have standing committee status but represent groups rather than activities. These are: Civil Service Committee, Student Consultative Committee and the Faculty Personnel Committee.

The Civil Service Committee has the charge of formulating and recommending policy on personnel matters relating to civil service staff members, setting up grievance procedures and recommending and commenting on library policy. It had some initial difficulties in organization which left a gap in academic governance which was filled informally by the Staff Association. This gap has since been closed.

Penelope Krosch
3-11-76

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Newsletter

January 1977, Vol.8, no.1

SMITH ASSUMES POST OF DIRECTOR

Eldred R. Smith assumed the post of director of the University of Minnesota library system on December 15, 1976.

A native of Idaho, Mr. Smith received his B.A. and M.A. in English from the University of California, Berkeley, and his M.S. in Library Science from the University of Southern California.

He began his career in California as an acquisitions and reference librarian at Long Beach State College (1957-1959); from 1959 to 1960 he was a reference librarian at San Francisco State College. In 1960 he returned to the University of California, Berkeley, as a bibliographer. During his 13-year stay there he was also, successively, Head of the Out-of-Print Division of Acquisitions, Head of the Central Circulation Department, Associate University Librarian and Acting University Librarian. Just prior to coming to Minnesota he was Director of Libraries and Professor at SUNY in Buffalo, from 1973 to 1976.

Mr. Smith's impressions of both the University of Minnesota and its libraries are positive, and he is looking forward to the many opportunities he sees in a system of this size and quality.

He has also been favorably impressed by the people he's met here--university administrators, faculty and library staff (in fact, both he and C. Peter McGrath are "alumni" of the SUNY system, though they didn't meet while working there). Mr. Smith hopes to get out quite soon and meet as many library staffers as possible.

Minnesota and the Minneapolis/Saint Paul area were also definite attractions for Mr. Smith and his family. They feel that the quality of life here compares favorably with that of the San Francisco Bay Area--except, perhaps, for the climate! One of their first activities will be seeking out good restaurants. Mr. Smith is particularly fond of music and the theater and he is looking forward to enjoying the cultural activities available in the Twin Cities.

Mr. Smith and his wife Judy have rented a home on the East Side of St. Paul, near 3M, from a 3M employee who is in Europe. They anticipate buying a home within a year, after they've had a chance to get to know the area better. Their 20-year-old daughter, Janet, is living with them. Their 22-year-old son, Steve, is in graduate school at the University of Buffalo, studying architecture and environmental design.

NEWS RECEIVED FROM ISRAEL

People in the Book Preparations section of the Catalog Division, Wilson Library have had news from Patti Sultan in Israel. She and Jim enjoyed their whirlwind tour of Eruope, especially Luxembourg, Rome and the excursions with her sister into the German countryside. Once they arrived in Israel, they started language classes immediately. After a grueling search for an apartment, they landed a first rate one in a lovely neighborhood with a fine view off the balcony. It even has an extra bedroom for visitors! Patti found a job in a small printing office. She is operating an IBM typewriter with computerized memory bank.

Patti would like to have news from her friends in the USA. Write now and reserve that extra bedroom. Her address is 21 Guatemale st. no.12; Kiryat Yovel, Jerusalem, Israel.

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There have been some questions from staff members regarding the roles of the two newsletters now being published from the library, the MnU Newsletter and the Intercom from the Library Office.

We'd like to reiterate our statement in the Oct./Nov. issue that the MnU Newsletter if the voice of staff activities, both library-oriented and avocational.

The Intercom is, as was stated in its first issue, "restricted in scope to organizational activities, policies and procedures. It is not intended to replace the staff newsletter. There may some areas of overlap, but the staff newsletter will still carry the burden of reporting staff activities."

The Editor

BOOK RETURN CLOSED

The Circulation Department has closed the book return at the main circulation desk. This centralizes the book return operation in Room 1 and saves time, money, and wear and tear on books.

Because of its location, the circulation-desk book return could not be watched constantly and during periods of heavy use it filled up in minutes, with books cascading onto the floor. Having someone from Room 1 running upstairs to empty and/or check the drop box was gorssly inefficient.

Having books returned only into Room 1 is more efficient for record keeping, too—there are fewer chances for a book to be misplaced or to drop off a truck on its way to Room 1.

We did not think that closing the circ-desk book return would be a serious imposition on patrons, because in entering or leaving the building they pass within 15 feet of a return slot.

Gary Mueller
Wilson Circulation

ALL STAFF PLEASE NOTE!

The Library Staff Association will hold its next meeting on January 13, 1977, at 3:00 in S-40 Wilson Library. Tentative agenda includes reports from Staff Orientation Committee and Staff Welfare & Development Committee. All staff members are welcome to attend.

CALENDAR OF EVENTS

January 30-February 5, 1977
ALA Mid-Winter Meeting, Sheraton-Park and Shoreham Americana Hotels, Washington, D.C.

April 17-23, 1977
National Library Week.

June 19-25, 1977
American Library Association 101st Conference. Detroit, Michigan.

WORKSHOP TO BE HELD

The Twin City Chapter of the Women Library Workers is sponsoring a communications workshop on Saturday, January 29, 1977 from 9:00 a.m. to 4:00 p.m. at the College of St. Catherine Alumnae Center. The workshop, to be conducted by Ms. Christie Manchester of the Minneapolis Neighborhood Involvement Program, invites participants to experience the basic skills in personal communication usuable with family or work. Open to any staff members of library systems, registration fees are three dollars for Women Library Workers and four dollars for non-members. Interested persons should contact Kathy Tezla (3-2897).

G.R. MARQUARDT APPOINTED

G.R. Marquardt has received an appointment as Special Consultant to the Director of University Libraries. Jerry has a B.S. and M.S. in mathematics and has worked for IBM and Control Data as a system engineer, consultant, and technical manager. His assignment will include managing the modular computer project at the Bio-Medical Library.

MnU Newsletter is a monthly publication of the University of Minnesota, Twin Cities Campus Library Association.
Editor: Susan Zuriff, MULS
Ass't. Editor: Pam Mills, Serials Cataloging
Artist: Kay Collins, Added Copies & Editions
Reporters: Debra Cashin, Univ. Archives
Kris Johnson, IT
Shari Hopkins, Bio-Med.
Nancy Ominsky, Circulation
Eugene Leadon, Reference
Kathy Tezla, Special Collections
Sandy Larson, St. Paul
Melanie Searle, Catalog Division
Mariann Tiblin, Acquisitions
Benita Siminski, Law Library

044

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IT WAS ONLY A DUP!

The audience gasped as the crumbled pieces of yellowed paper, once a page of an old City Directory, fluttered into a heap on the floor. Relieved laughter followed as Meg Habermann of the Minnesota Historical Society Library called out "It's OK Russell. It's a duplicate!" Captain George Cunha, head of the New England Document Conservation Center, took obvious delight in the effect his demonstration had on the librarians and staff attending the reception held in his honor in the Minnesota Historical Society Weyerhauser Room the evening of December 11, 1976.

Captain Cunha went on to tell how Meg and other staff members of the Minnesota Historical Society Library are using somewhat primitive but effective methods to deacidify paper and encapsulate it in plastic in order to preserve some of the library's valuable collection. Referring to an article by Pamela Darling in the November 15, 1976 issue of Library Journal, Cunha emphasized the need for librarians to become more involved with the field of preservation. He briefly described the services available through the New England Document Conservation Center. They include an emergency service anywhere in the country free of charge to offer expert advice in saving a collection damaged by fire, flood, windstorm, etc. The Center is the only one of its kind in the country and operates on a self-supporting, non-profit basis.

Handouts describing the deacidification and encapsulation processes and brochures on the New England Center are available in Bindery Preparations, Room 30, Wilson Library for those interested.

BINDERY TOURS WELL RECEIVED

Approximately 24 library staff members attended the three tours of the University Bindery given at the beginning of December. Bud Weber, foreman of the Bindery, conducted the tours demonstrating several machines employed in the binding process and explaining the various mehtods of sewing used. Questions were answered over coffee at the end of the tour.

The University Bindery is interested in expanding and improving its service. Because the University Libraries is the Bindery's largest customer, the imput of the library staff is especially appreciated. As a result of discussions earlier this fall with representatives of the libraries, the Bindery is looking into alternatives to "pam" binding for paperback books. As an answer to the many library books which are too brittle to bind, the Bindery is experimenting with the possibilities of copying out of print books and binding the copy.

Because of the very positive response to the tours, the University Bindery has agreed to offer the bindery tours on a quarterly basis. Dates will be announced in the MnU Newsletter. The Bindery Welcomes written response to the tours held in December and suggestions for improvement. Please address responses to Bud Weber, University Bindery, 2818 Como Ave. (Campus mail).

REPORTS

Conference on Women in History: Research, Sources and Techniques
College of St. Teresa, November 1976

The Winona History Consortium presented an excellent conference in Lourdes Hall at the College of St. Teresa in Winona. Sister Joyce Rowland, President of the College, welcomed the group. She said that the United Nations is sponsoring a program which will find new sources from the Media and documents for the study of women's history within the next ten years.

Heather Huyck and Doris Lunden of the University's Social Welfare History Archives described their Women's History Sources Survey for which information is being gathered from depositories across the United States. Political, economic and diplomatic history has long been studied. The new social and family history has emphasized women's history. Women's historiography has had a multitude of transformations in a short time: for example, a ten year old monograph is already a classic. All women are being studied now rather than prominent individuals or specific groups.

Dallas Chrislock and Kathleen O'Brien of the Minnesota Historical Society discussed manuscripts and government documents as sources for women's history. The MHS is currently evaluating their collections policy. A printed guide to its Microfilm Collection is available. The Minnesota Territorial Conference Records and the Minnesota State Census Records especially that of 1905 are very rich sources for the study of family history.

William Crozier, Chairman of the History Department at St. Mary's College, gave a talk on the use of computers in the systematic study of women in local history.

A conversation with Brother Luke Herbert of St. Mary's College Library on the philosophy of acquisitions work was especially interesting.

Elizabeth Brown
Acquisition Division

045

Through funding from the Travel Committee, I was able to attend the 1976 Annual Conference of the American Society for Information Science in San Francisco, October 5-7, 1976.

While I had attended national or regional meetings before, they were all related to medical libraries in some way and tended to be dominated by the group I represent—the academic medical library. The atmosphere at this meeting was quite different: not only were academic libraries a relatively small part of things but librarians themselves are by no means the dominating group in ASIS. As I had hoped, the convention supplied me with the opportunity to talk to people who were not MEDLINE analysts and so broaden my perspectives a bit.

One of the best presentations I heard was the first speech in the plenary sessions. Aaron Wildavsky of the University of California School of Public Affairs spoke on policy analysis and discussed the strengths and weaknesses of other "information systems" such as management by objectives and construction of goals and objectives. His comments on the latter were especially interesting to me since I had long harbored the opinion that the amount of staff time and paper spent on this did not justify the results.

The other really interesting presentation was the day-long symposium on information handling in the biosciences held in honor of Biosis's 50th anniversary. I particularly enjoyed Winnifred Sewell's talk on the development of information sources on drugs. I learned that if I find a lot lacking in this area now, I can consider myself lucky not to have been working in this area in the 1930's. Another good paper presented at this symposium was one by Toni Bearman on overlap among indexing services. This is an area of direct concern to me both as a reference librarian and a search analyst, since I want to be able to direct patrons to find the maximum amount of information with the minimum of duplication. Her talk supplied me with some data to make better decisions in this area; her complete report should be even more useful.

I also heard several talks on information in the political process and information as politics which, while not directly related to my work situation, did allow me to view things from a different perspective.

I found the exhibits quite instructive, especially those of various database suppliers; I was able to see some systems demonstrated which I had heard about but not seen before, such as NTIS and Science Citation. Again, I liked the idea of getting out of the strictly medical area and seeing what the rest of the world was doing.

Carol Baldwin
Bio-Medical Library

Middle East Librarians' Association Convention, November 11-12, 1976

The first part of the convention consisted of a tour of the UCLA Research Library and the Near East Center of the University. The Research Library has been designed as an open-stack building primarily intended to serve the scholarly needs of faculty and graduate students in the humanities and social sciences. While at the Library I went to see their Special Collections Department. This was comprised of rare books and pamphlets, manuscripts, and early maps and atlases of historical or special interest. The Special Collections Department has a two-fold purpose of conserving materials and serving scholars.

In the afternoon the Middle East Librarians' Association annual business meeting was held followed by a round table discussion of the proposed Library of Congress romanization plan for Ottoman Turkish. Generally, this romanization is favored by Middle East librarians.

The next day of the convention was filled with lectures and discussions on Islamic Printing and Publishing. I attended the following: Islamic Calligraphy; The Enigma of Printing the First Arabic Book; History of al-Jawaib Press; KATIB System: a Revolutionary Advancement in Arabic Script Typesetting by Means of the Computer. This last topic was of particular interest to me. I have been following the development of this project over the past four years. Basically, Pierre Mackay, University of Washington, is trying to develop a complete computer program in the Arabic Language.

After the convention was over, I met with James W. Pollock, Editor, Middle East Librarians' Association Notes, who is the Middle East Librarian at Indiana University. I wanted to discuss an issue with him that I have discovered recurring frequently with L.C. catalog cards we receive for Middle East books at the University of Minnesota Libraries. I have discovered errors on them and was wondering what could be done about it. I suggested that we collaborate on a paper concerning the errors I had found. He agreed and suggested a title, "How to Avoid the Pitfalls of the L.C. Catalog Card." We will correspond in the near future to further develop this idea.

Nassif Youssif
Middle East Library

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CHRISTMAS CRYPTICS - For those of you who didn't have a chance to play "Christmas Cryptics" at the party this year, here is another opportunity! In the following clues are hidden the names at 21 staff members. Try your luck at deciphering them...

EXAMPLE: a--(A beam of light) = ray
b--(A kegler's favorite pastime= bowling Answer? Ray Bohling!

1. a--(A duck's lips) b--(At this time of year, many of these often follow "fa") + (A hoofed mammal of western north America with a dark brown, shaggy mane and short, curved horns) + (Time span between birthdays) = ? 2. a--(To join in matrimony) b--(Short exclamation of surprise) + (To vex, anger, irritate) + (First letter of first name of the director of OMWL) = ? 3. a--(To put on; dress in) b--(First utterance in the national anthem) + (Commercial name of a compressed liquid used to conceal body odor) = ? 4. a--(A lisping person's pronunciation of the second consonant of the alphabet) + (A curious, disagreeable smell) b--(A brief casual kiss) = ? 5. a--(What cattle do in "Away in a Manger") + (The third person singular present indicative of the verb "be") b--(A short, modern word for the state of being happy) + (The second of the three sons of Noah) = ? 6. a--(A nook near the stacks in a library--used for private study) + (Abbreviation for 1/12 of a foot) b--(To produce offspring) + (Most commonly used letter in the alphabet) = ? 7. a--(A domesticated ass) + (Once-famous dairy cow) = ? 8. a--(To celebrate with joy in song) b--(Often found with "cross") + (The central forward portion of the lower jaw) + (The star closest to the earth) = ? 9. --a (This is affixed so as to prove the authenticity of a document) + (An informal statement of agreement often used by people of Scandinavian descent) b--(Informal term for an elevated railway) + (One of the rings or loops forming a chain) + (A non-female offspring) = ? 10. a--(Accumulated fact, tradition or belief about a particular subject) + (Surname of an egotistical fighter) b--(A mongrel considered to be undesirable) = ? 11. a--(Either, or.....neither, _____) + (Affectionate term for one's female parent) b--(A New Englander's way of saying the total of two quarters) + (A continuing cacophony) = ? 12. a--(Ms. Contrary of the nursery rhyme) b--(A "word" often used as one tickles a baby's cheek) = ? 13. a--(Good King Wenceslas is one) b--(A bothersome rodent) + (What Tweety-bird delighted in pwaying on Sylvester) = ? 14. a--(A jaunty cap of Scottish origin) + (A close acquaintance of myself and I) b--(Violent, resentful anger; rage) 15. a--(What a sculling team does) b--(One who took a small ruminant animal to school) c--(To cut hair from the surface of the skin) + (To make a mistake) = ? 16. a--(To shine brightly without a flame) + (A frequent unintelligent utterance of Disney's "Goofy") b--(The last word of the poem used in the Catalog Division's Christmas card) + (A mineral from which metal can be extracted--especially in northern Minnesota) + (An informal greeting) + (A respectful form of address used in place of a man's name) = ? 17. a--(To grab at floating or hanging objects with the teeth) b--(To open a throttle so as to accelerate) + (A movable structure used to close off the entrance to a room) + (A transgression of a religious or moral law, especially when deliberate) = ? 18. a--(A dam busy animal) + (Grant's adversary) b--(The side or quarter away from the direction from which the wind blows; the side sheltered from the wind) = ? 19. a--(Dwelling of a wild animal) + (In reference to) b--(What the big, bad wolf first blew down) 20. a--(What Mexican people cry for on Sundays) + ("...a drink with jam and bread...") b--(Washington D.C.'s Deutsch counterpart) = ? 21. a--(The unit of inductance in which an induced electromotive force of one volt is produced when the current is varied at the rate of one ampere per second) b--(Used to urge silence) + (A pointed tool for making holes in wood or leather) + (An informal word meaning "city" or "town") = ? ? ? ? ? ? ? ?

ANSWERS: 1-Bill LaBissoniere 2-Mary O'Reilly 3-Don Osier 4-Theodore Peck 5-Lois Upham 6-Caroline Brede 7-Don Kelsey 8-Carol Christensen 9-Celia Ellingson 10- Loralee Kerr 11- Norma Hovden 12-Mary Cucci 13-Carol Ratwik 14-Tammy Roth 15-Rose Mary Schaefer 16-Clodaugh Neiderheiser 17-Bob Gunderson 18-Beverly Lee 19-Larry Strauss 20-Dorothy Bohn 21-Henry Scholberg.

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Grand prize winners, each having only ONE wrong, were: Harold Nast of Cataloging, Cherie Stein of Technical Services and Ellen Youssif of the Library Office. CONGRATULATIONS!

December 21st fads — A) [illegible]

Directions with "the river" and "the woods" en route to Grandmother's house — B) [illegible]

Occasion being celebrated at the Mad Hatter's — C) [illegible]

Epiphany infant — D) [illegible]

Disney dwarf refrain — E) [illegible]

Crafty kangaroo — F) [illegible]

Century of Charlemagne's birth — G) [illegible]

Giggling — H) [illegible]

Seasonal correspondence — J) [illegible]

English Christmas word — K) [illegible]

Latter lunar phase — L) [illegible]

Tabloid describing psychiatrist's excitement over insane Wm. — M) [illegible]

German Christmas confection — N) [illegible]

Logogriphs — P) [illegible]

Description of an opening Shakespeare line — Q) [illegible]

Nickname for British lawman who moved to San Francisco — R) [illegible]

Christmas girl's name — S) [illegible]

Deriving pleasure from Def. H — T) [illegible]

Nickname for Edward's leanto — U) [illegible]

Vast dimensions — V) [illegible]

What sailor did as ship was a-sinking — W) [illegible]

What the Hamblin musician did — X) [illegible]

Curious rudder — Y) [illegible]

Collector's item for one with very limited space — Z) [illegible]

Rhymed lines — AA) [illegible]

Instructions: Solve the above definitions to fill in the blanks. Transfer each letter into the correctly numbered square of the "crossword" section of the puzzle. The object is to fill in a quotation in the crossword section. The author and title of the work from which the quotation is taken are spelled out in the initial letters of the words above.

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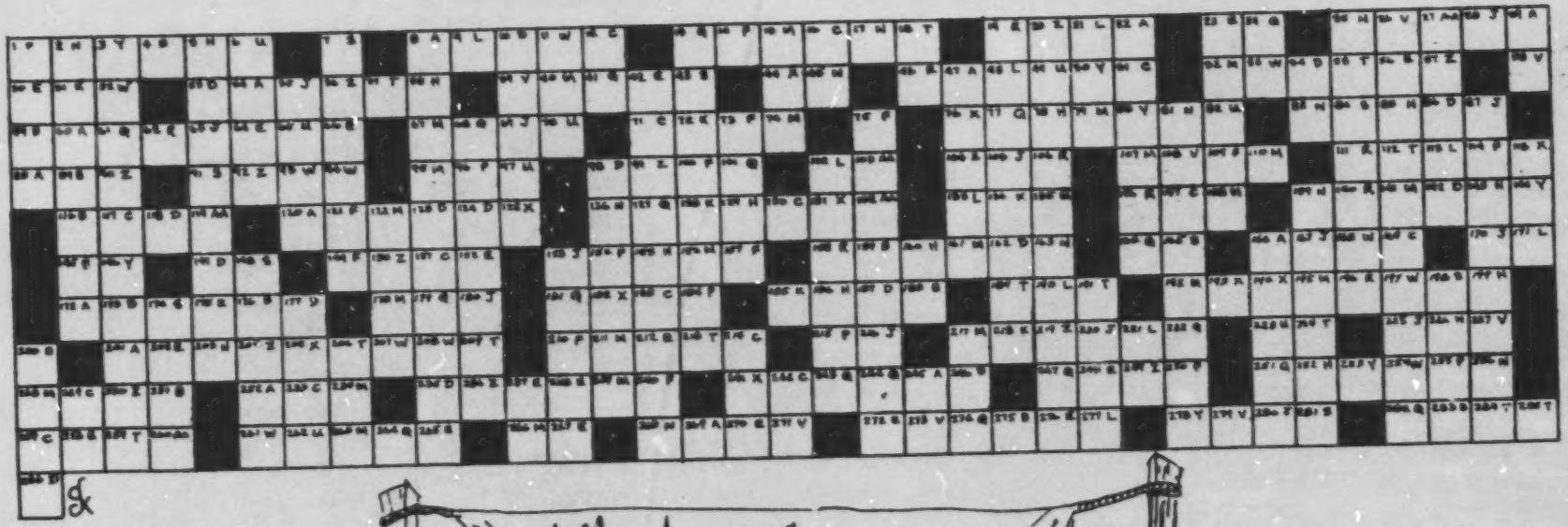
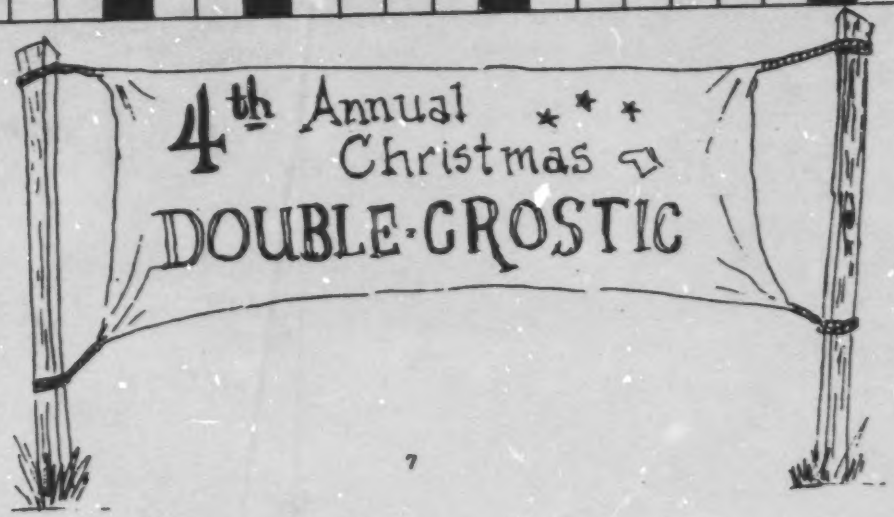
048





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Library Staff Forum

UNIVERSITY OF MINNESOTA LIBRARIES

TWIN CITIES CAMPUS

Monday, May 17, 1976

12 Noon

555 Diehl Hall

The Library Staff Forum Committee is pleased to present at the May meeting Dr. Ozer Soysal, visiting professor from the Institute of Librarianship at Ankara University, Turkey. Dr. Soysal is presently visiting in the United States under the auspices of the Middle East Studies Association, and we are fortunate to have him address the Staff Forum on the topic of the current national bibliography of Turkey---its brief history and development. Dr. Soysal's discussion may also contrast this development with current trends in national bibliographic control in the United States.

Library staff and guests are invited to bring a bag lunch or order a catered box lunch from the St. Paul Campus Food Service at a cost of $2.00. Lunch will include sliced beef on sesame bun, assorted relishes, potato chips, and chocolate glazed cookie bar. Tea and coffee will be provided by the Staff Association.

Please call the Library Office at 3-3097 no later than noon on Friday, May 14, to make your reservation.

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LIBRARY STAFF FORUM

UNIVERSITY OF MINNESOTA LIBRARIES

TWIN CITIES CAMPUS

Thursday, January 6, 1977

12:00 Noon

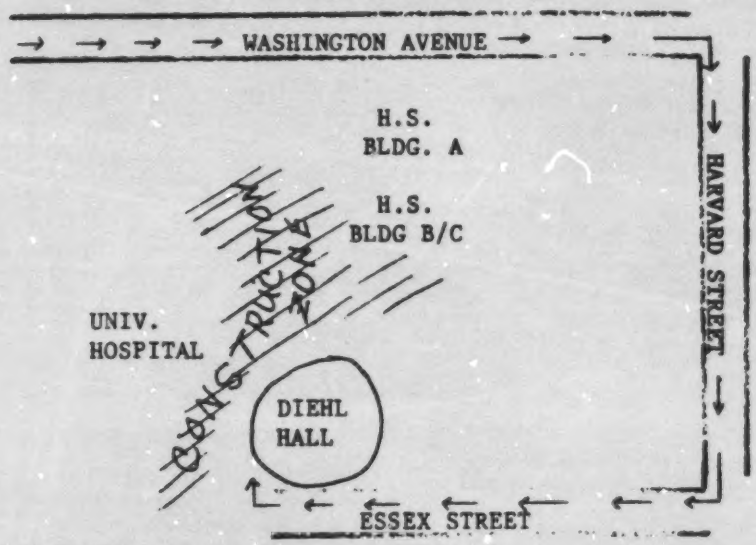
555 Diehl Hall

"MELSA: PUBLIC LIBRARY COOPERATION IN THE TWIN CITIES"

The library Staff Forum Committee is pleased to present Joel Rosenfeld, Director of the Metropolitan Library Service Agency (MELSA). Mr. Rosenfeld will discuss the history, composition and cooperative activities of the agency and the libraries it serves. The four largest library systems in the State of Minnesota are located in the Twin Cities area. Three of them are public libraries and members of MELSA; the University of Minnesota, of course, is the fourth and largest. What can we learn from the cooperative work of public libraries in the Twin Cities?

Library staff and guests are invited to bring a bag lunch or order a catered box lunch from the St. Paul Campus Food Service at a cost of $2.10. The lunch will include ham on a sesame bun, potato chips, relish and a desert bar. Tea and coffee will be provided by the Staff Association.

Please call the Library Office at 3-3097 no later than 2:00 on Monday, January 3, 1977 to make your reservation.



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LIBRARY STAFF FORUM

UNIVERSITY OF MINNESOTA LIBRARIES

TWIN CITIES CAMPUS

Wednesday, May 25, 1977

12:00 Noon

555 Diehl Hall

"ACADEMIC RANK FOR LIBRARIANS--WHY?"

The Library Staff Forum Committee is pleased to present Jesse Shera, Dean Emeritus, School of Library Science, Case Western University. Dr. Shera is teaching in the Library School during the spring quarter. He is both an accomplished library scholar and an articulate speaker. As the topic for his presentation suggests, he delights in challenging his audience. Dr. Shera's sojourn at MnU ends June 31 so take this opportunity to hear his ideas about "Academic Rank for Librarians."

Library staff and guests are invited to bring a bag lunch or order a catered lunch at a cost of $2.00. The lunch will include chicken salad nestled in lettuce, assorted breads, relishes, and potato chips. Hot tea and coffee will be provided by the Staff Association.

Please call the Library Office at 3-3097 no later than Friday, May 20 to make your lunch reservations.

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NEWSLETTER

of the University of Minnesota Libraries, Twin Cities

VOLUME 1, NUMBER 19
October 31, 1978

CECELIA NELSON BOONE
EDITOR

Library Faculty

Library Council
Oct. 9, 1978, 8:30 a.m., 499 Wilson

Present: Clarence Carter, Carol Christensen, Gertrude Foreman, Anna Glover, Bernie Karon, Erika Linke, Marcia Pankake, Phyllis Reich, Marge Voelker.

Absent: Jean Albrecht

Guest: Eldred Smith

Director Smith discussed his charge to the Council concerning the consultative role of the Library Council in the process of retrenchment and reallocation in the University Library. The Council will examine the University Libraries' responsibility and role in the University as well as its role as a major research library.

The following points were emphasized and clarified in the ensuing discussion:

1. The Library Council shall rank items and programs within the entire library system rather than within each department. The divisional ranking will be completed by the executive officers in consultation with their respective staffs.

2. The Council will not rank specific library programs within particular units but will discuss the emphases that may be placed on highly specialized collections.

3. The Library customarily allocates much of its budget with regard to the academic programs of the University. It is difficult for the Library to second guess where University departmental changes will occur and hence to respond rapidly by corresponding changes in resource allocation.

4. The Council should examine and evaluate the Library's role as an academic research library, the long range collection development of the Library as well as the Library's role in the state.

5. We must realize that the Library will be competing for funds with other academic units of the University system and must present a strong case for its budget in order to maintain adequate funding.

6. The Council is aware of the magnitude of the problem in the ranking of programs. There was a general agreement that the task at hand is of a large scope. Thus, the experience and judgment of the Council members will be brought to bear on the problems at hand. The Council wants to consult with the Library faculty and staff as needed. In order to implement this process, the Council plans to meet at least every Monday through November. Additionally the Council will send copies of Director Smith's charge to the entire staff and solicit their opinions and ideas regarding library programs. The Council will also meet the chairpersons of the standing committees and the Faculty Personnel Committee.

Council's written report is due Nov. 30. An all-day joint meeting of the Executive Committee and the Library Council to discuss the various retrenchment and reallocation proposals is being scheduled for Dec. 8.

At the Council's next meeting of Oct. 16 at 8:30 a.m. in 499 Wilson, the Council will discuss the system wide programs and priorities.

The meeting adjourned at 10 a.m.

Library Council
Oct. 16, 1978, 8:30 a.m., 499 Wilson

Present: Clarence Carter, Carol Christensen, Bernie Karon, Erika Linke, Phyllis Reich, Marge Voelker.

Absent: Jean Albrecht, Gertrude Foreman, Anna Glover, Marcia Pankake.

Phyllis Reich chaired the meeting as Vice-Chairperson.

The minutes were read and approved.

The agenda of the upcoming joint meeting with the Executive Committee was discussed. The remaining discussion centered on the charge of Director Smith regarding retrenchment and reallocation. A clarification of "quality and extent of bibliographical coverage" (Item 3 of the programmatic areas in his charge) will be asked of Director Smith. Additional programmatic areas added to the listing include automation and administration/management.

At next week's meeting with the standing committee chairpersons, the Council will ask the committees to discuss the general statements and rank programmatic areas in relation to one another, to provide observations and specific examples that support the rankings of the programmatic areas, and to indicate the mechanism by which they rank the programmatic areas.

The importance of all the programmatic areas listed in the charge lies not within each particular item per se, but in the manner in which the library implements these programmatic areas. In discussing the implementation, we are then discussing personnel changes within the library system.

The next meeting of the Council will be held with the committee chairpersons on Oct. 23, 1978, at 8:30 a.m. in 499 Wilson.

Administration

Note from the Director

Members of the University Libraries Staff:

I have received the following letter from Allen L. Dollerschell, chairperson of MLA's Academic Library Division, a chapter of ACRL, soliciting interest in and support for the possibility of Minnesota hosting the second national conference of the Association of College and Research Libraries. I believe that this would be an extremely productive development for academic librarianship in Minnesota. Let me urge that those of you who agree express your support, including your willingness to commit your time and effort to its successful conclusion, directly to Mr. Dollerschell.

MINNESOTA LIBRARY ASSOCIATION
Academic & Research Libraries Division
October 4, 1978

Dear Colleague:

By now you are probably well aware of the plans of the Association of College and Research Libraries (ACRL) to hold its first national conference in Boston on November 8-11, 1978.*

While the reality of this first conference is still a month off, plans for a second conference must soon begin even though it may not occur until 1981 or 1982.

As chairperson of MLA's Academic Division, a chapter of ACRL, I have been asked to seek out interest within our chapter about holding this second conference in Minnesota. To host a three-day conference for 2000 academic librarians would be an awesome responsibility but one which could greatly strengthen our chapter on both the state and national level and reactivate many inactive librarians.

I met with Julie Virgo, ACRL Executive Director, and she seemed very interested in working with us. To my knowledge no other state has offered to host the conference.

Our main responsibilities would be in three areas: program, publicity, and social events. Most other activities including hotel arrangements would be handled from the ACRL office in Chicago.

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Before we proceed with a formal invitation we would like to know from each of you (and other representatives from your library) your interest in helping with a conference in Minnesota.

By October 20, please indicate to me your present feelings along on of four lines: a) Great idea, I will devote considerable time to it. b) Great idea, I'll help as much as I can. c) Good idea if someone else does the work. d) Forget it.

Thank you.

Sincerely,
A.L. Dollerschell
Chairperson
Goddard Library
Rochester Community College
Rochester, Minnesota 55901

*I have a detailed time schedule of the conference if anyone has any questions about when special meetings will be held.

Staff Association News

Library Staff Association
Oct. 17, 1978, 453 Wilson

The representatives of the Staff Association met Tuesday, Oct. 17, 1978, in 453 Wilson Library.

In this first meeting of the new year for the Staff Association, new representatives introduced themselves. New officers are: Pam Mills, treasurer (continuing), and Judy Askeland and Kathy Haefliger, co-secretaries. Nominations and election of president and vice-president were postponed until the next meeting.

Two projects are underway to make holiday shopping easier. Anne Workman is reporting a good response to the cookbook project. We hope to have these ready by Dec. 1. In addition there will be a crafts bazaar the first week in December.

Cookbooks will cost between $1.50 and $2.50 with any income above the cost of the printing to go to the Staff Association. The book will be 8½" by 11" and will have a soft cover. Nancy Ominsky is working with Anne on layout and artwork.

The following Staff Association representatives will take preliminary orders for the book: Jean Berglund, Terry Haigh and Marie Eller in Wilson Library; Judy Askeland in the I.T. Libraries; Craig Olson and Katherine Hedin in the Law Library; Carol Davidson in Systems and Bio-Med; Irma Peterson in Walter Library; and Barbara Cervera on the St. Paul Campus. If you want to get your order in for one or more of these unique items, see one of these people.

The craft bazaar will be held the first week of December in the Wilson Library Staff Room. Anne Workman is coordinating this event; staff members and former staff members who wish to sell their wares should contact Anne as soon as possible.

The Law Library is still not receiving enough copies of the NEWSLETTER. It was suggested that one of the representatives contact Don Kelsey directly since he is responsible for newsletter distribution.

From the Departments

Chinese Guests

The University of Minnesota Geography Department hosted a delegation of 10 geographers from the People's Republic of China, Oct. 16-18. One of the first academic delegations from China, the group will be on tour for some 40 days. As part of the visit to the University, the Map Division created a large display of maps of Minnesota for the geographer's viewing on the 18th. After a short welcome, the delegation was introduced to the many facets of maps and mapping Minnesota by Map Library and Geography Department staff members.

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Staff Changes and Activities

New Systems Staff

ROLF PETERSON joined the systems group as computer applications programmer trainee on Sept. 10. He has already completed a two-week training course at Digital Equipment Corporation in Bedford, Mass.

TERESA BURGETT began work Sept. 25 as a junior library assistant. She will be assisting with the Bio-Medical Library conversion program. Teresa was formerly at the University of Kentucky Medical Library before coming to the Twin Cities.

BUD SCHOENER joined the systems group on a ½-time appointment on Nov. 1, transferring from the Anatomy Department where he has directed the Diabetes Literature Program. He will continue a ½-time appointment with the Anatomy Department.

GERTRUDE FOREMAN attended the third annual BRS User meeting Oct. 16 in Washington, D.C. New data bases and system changes planned for the coming year were discussed by the BRS staff. New data bases recently added or planned for the coming year include Social Science Citation Index (test file now online), CASIA, SSCI, MEDOC (test file now online), and the National Institutes of Health's Mental Health File. System changes planned include: (1) a separate profile development file, (2) a conditional search profile, (3) left-hand truncation, (4) "pre-exploded" subheadings in MESH, (5) estimated cost data online, (6) improved message switching including some document ordering capability, (7) command stacking, and (8) double posted--bound and unbound --descriptors in ERIC and Psychological abstracts.

SHARI GRIFFIN, executive secretary of the Bio-Medical Library, has left the University to establish residence in Richmond, Kentucky, where her husband has a faculty appointment at Eastern Kentucky University. Shari's replacement is DEANIE McCORKLE who transferred from University Hospitals.

AUDREY GROSCH has been appointed to the board of trustees of the International Shooter Development Fund. This not-for-profit organization has as its purpose the development of Olympic and world-level competitors in all of the shooting sports, including the organization and support of the U.S. National Shooting Team and the U.S. Training Team. Audrey is the only woman member of this board and was nominated to represent all competitors in the various shooting disciplines, including the U.S. Women's International Rifle Organization and the U.S. Federation of International Moving Target Shooters, the major organizations involved in athlete rights efforts.

NEWSLETTER is a twice-monthly publication of the University of Minnesota Libraries, Twin Cities.

General Editor: Cecelia Nelson Boone.

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PSA News Notes Yale University

October 5, 1977 Vol. VI, no. 3

MEETINGS.

Due to crowded schedules at the beginning of the new semester the September 9 meeting was postponed until September 28.

September 28 meeting.

Sue Crockford convened the meeting at 12:30 in SML's interior courtyard.

Final discussion took place on the questionnaire which is being distributed with this issue of the News notes. We exhort you to take a few minutes, respond to the questions, and return the questionnaire to Tony Angiletta, Bibliography Department, SML.

Continuing discussion took place on alternative work schedules. Tony Angiletta will prepare a summary of other institutions' experience for the Executive Council's further consideration.

.....

The annual party for new librarians will be held the week of October 24.

Five to six p.m., Monday October 24, at Beinecke Library.

.....

ALA Committee appointments follow-up.

The September issue of American libraries contained a blurb of interest relating to ALA committee appointments beginning in 1978. We quote:

> If you want to serve ... please send me your name. Or volunteer a friend or acquaintance ... One does not have to be a member of Council to serve on a Council committee.
> [T]ell me something about yourself ... work experience and Association interests. [L]ist recent and current division and roundtable memberships ... and your service on other committees [and] which assignments you would consider.
>
> Write to: Russell Shank
> Library Administrative Office
> University Research Library
> UCLA
> Los Angeles, Calif. 90024
>
> Do it soon!!

NATIONAL and REGIONAL NOTES.

Bill HR 1042 is before the Congress. It will attach a check-off provision to the Federal income tax form providing for a $1.00 contribution to the National Endowments for the Arts and for the Humanities. If you are interested in this legislation, please contact Kathy Moretto at the Music Library (6-8240)

The Connecticut Valley Chapter of the S.L.A. will hold a meeting on preservation of library materials on Oct. 18 at the New Haven Colony Historical Society, 114 Whitney Ave. Contact: Dorothy McCaughtry or Joanne Nawrocki, Travelers Insurance Co. Library, One Tower Sq., Hartford 06115 (203-277-5048 or 203-277-3441).

On Oct. 26 Bob Balay will speak at an open meeting of the Conn. Library Association's College and University Section at South Central Community College, Rm. 153, 155, 1:30 p.m. The topic is "The Revised Anglo-American Cataloging Code." No advance registration; $1.00 registration fee payable at the meeting.

The New York Technical Services Librarians' fall dinner meeting will be held at the White Turkey Restaurant (Garden/Terrace Room) on 260 Madison Ave./ corner of 38th St. on Friday, Oct. 21. M. Michael Bruer of NYU Library will speak on conversion to computer output microfilm (COM).

BOOK SALE.

The Library will conduct a surplus/duplicate book sale on Oct. 12 and 13 (Wed.-Thurs.) in the basement lounge area of SML ("machine city"). Hours: 9 a.m. to 5 p.m. Please attend; there is something for most everyone.

JOB POSTINGS

University of Missouri-Columbia:
- Research Park Librarian, LI. $11,000 min.
- Newspaper Librarian, LI. $11,000

Ohio State University Libraries:
- Slavic Cataloger. $10,440-12,000
- Head, Automated Processing Division. $16,200-19,080

Princeton University Library:
- Industrial Relations Librarian, LII/LIII. $13,000/15,000+

California State University, Long Beach:
- Assistant Director, Personnel. Senior Assistant/Associate Librarian. $14,112-19,488/18,180-21,900

State University of New York at Albany:
- Dean, School of Library and Information Science.

University of Tennessee:
- Systems Analyst. $15,000 min.
- Personnel Librarian. $14,500 min.

St. Louis Public Library:
- Librarian/Chief Executive Officer.

Louisiana State University:
- Assistant/Associate Librarian/Head, Reference Services Division $16,000-18,000
- Assistant Librarian, Science Bibliographer. $15,000 max.
- Assistant Librarian, Social Science Bibliographer. $14,000 max.

University of Illinois at Chicago Circle:
- Reference Librarian (Head).

Center for Research Libraries:
- Assistant Acquisitions Librarian (Serials and Orders Section). $12,210+

Indiana University Libraries:
- Affiliate/Assistant Librarian (Reference Services, Education Library)
- Affiliate/Assistant Librarian (Assistant Head, Chemistry Library)

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University of Washington:
Librarian-Collection Development Officer, LIII/LIV.
Harvard University Library:
Acting Librarian, John F. Kennedy School of Government. LI/LII.
University of New Mexico:
Librarian, Special Collections Dept. $15,500 min.
Librarian, Assistant to the Dean for Management. $14,000 min.
Stanford University:
Director, J. Hugh Jackson Library (Graduate School of Business).
University of Houston:
Assistant Director for Public Services. $22,000+
Southern Illinois University at Carbondale:
Assistant Education/Psychology Librarian. $12,000/14,400+
Assistant Social Studies Librarian. $14,400+
University of Wisconsin-Madison:
Serials Cataloging Team Captain. $14,500
Purdue University Library:
Assistant Engineering Librarian. $12,000+

The Professional Staff Association was organized in 1972 in order to address issues of particular importance to librarians. In the first few years of its existence, the Association, through its Council, dealt with a number of issues, and began programs which are now an accepted part of the Yale Libraries personnel operations. The immediate issues were those of status within the academic community, educational opportunity and research leaves. Of these, the granting of research leaves has been successfully accomplished. The present orientation program and forum series were originally designed by members of the Council, and the revised travel policy, which now allocates funds from a central source, is based on recommendations from the Council. In addition, the Council addressed the issue of the status of women in the Library, compared educational benefits with other similar institutions and prepared a document which helped to serve as a basis for discussion and eventual program of staff development.

The primary role of the Association has been one of investigation or research and recommendation. The Association was not organized, and it is not legally possible, to act upon grievances, nor may it act as a bargaining agent between the membership and university or library administration.

Nearly all Councils have faced what seems to be a lack of interest in the Association. We hope that the following questionnaire will help this year's Council to determine the scope of interest or concerns of the membership.

We have attached for your information a copy of the original constitutive document entitled Statement of Organization and Goals.

Questionnaire

Please answer as many questions as completely as possible.
(Please use verso of last page of this issue for comments)

1. Does the PSA fulfill the goals established at its founding?
   a. Yes, completely b. yes, most of the time c. some of the time
   d. no, hardly at all

2. Can you spec[illegible]

3. Are the presen[illegible]vities as stated in the Statement of Organization and Goals sufficie[illegible]
   a. Yes b. for t[illegible] part c. only in part d. no.

4. Can you specify (if 3b,3c, or 3d were chosen)?

5. Is the form of Organization and Elections, as stated in the Statement of Organization and Goals adequate?
   a.yes b. no.

6. Can you specify (if 5b was chosen)?

7. How representative of the professional staff is the Executive Council?
   a. sufficiently b. partially c. non-representative

8. Should the PSA and the Staff Association merge?

9. What advantages would be served by such a merger? Any disadvantages?

10. Should the PSA disband?

11. Who should and who should not be included in the PSA membership?

12. Are there some specific issues of professional concern that you believe should be pursued by the Executive Council? Please specify.

13. Four areas of discussion by the Executive Council are the following. How would you rank-order them in relation to each other or those you included in no. 12?

    a. alternative work scheduling (i.e. flexitime, 4-day work week, etc.)
    b. pay period for librarians (i.e. once per month, twice a month, etc.)
    c. the question of overtime pay, compensatory time, and "exempt" status.
    d. meaning and value, if any, of "professionalism" and professional affiliations.

14. Can you suggest any means for increasing participation of the membership and responsiveness of the Council?

15. Are you satisfied with present format of the News notes? Please specify any changes you believe useful.

16. Would there be any advantage to placing membership on a dues basis?

17. Would you support periodic meetings of Executive Council members with specific units' professional members as a form of increased participation?

Please return before Oct. 31 to Tony Angiletta, Bibliography Dept., SML.

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PROFESSIONAL STAFF ASSOCIATION OF THE
YALE UNIVERSITY LIBRARY

STATEMENT OF ORGANIZATION AND GOALS

(Adopted May 15, 1973)

The Professional Staff Association of the Yale University Library was established in the spring of 1972 by the professional staff of the Library. Its purposes are: to work for a favorable working environment for professional librarians at Yale; to encourage and contribute to staff development; to be the voice of the professional library staff; to act with the Library administration to involve the professional staff in the management of the Library.

Membership. Every member of the professional staff of the Library is considered a member of the Professional Staff Association unless the Council receives a written declaration to the contrary. For the purposes of membership in the Association, the professional staff is considered to be those persons holding Corporation appointments who are carried as professional staff in the roster maintained by the Library Personnel Office. The intent is to include such persons as archivists and systems analysts if they work in the Library or devote their time to Library problems.

Organization. The Association shall elect from its membership a Council of seven persons who shall act as the administrative arm of the Association. The Council shall be responsible to the members of the Association and shall act as its spokesman on any occasion when this is necessary. The Council shall elect its own Chair. The Assistant Librarian for Personnel shall be an ex officio member of the Council.

The Council shall meet weekly, or as often as necessary, to conduct its business. It shall call such meetings of the Professional Staff Association as may be necessary, and shall conduct an annual meeting in the spring to report to the professional staff and to install the new Council.

Activities. The Association shall publish a newsletter, News Notes, every two weeks during the academic year and as often as necessary during vacations. The Association shall sponsor activities which contribute to staff development, such as lectures, forums, workshops, and the like. The Council will hear suggestions from professional staff members as to appropriate areas for investigation and shall appoint as necessary committees from the membership of the Association for the study of problems requiring attention. The Council may hear grievances at its option, but will not serve as advocate for individual staff members. One member of Council shall be designated to serve as an ex officio member of the Executive Board of the Library Staff Association.

Dues. There are no membership dues, but the Council may issue appeals for donations to support Association activities.

Elections. Elections to Council shall be held annually in the spring. A Teller's Committee shall be chosen by the Chair of Council to supervise elections and count ballots. Nominations will be received by the Teller's Committee; any Association member may nominate seven persons, including himself. Nominees will be asked by the Teller's Committee whether they will consent to serve if elected, and all nominees who agree will be placed on the ballot. Voting shall be secret; every Association member may vote for seven persons. The seven persons receiving the highest number of votes shall be elected to Council. A Council member who resigns before the end of his term of office shall be replaced by the person who received the next highest number of votes in the annual election. Council members may serve for not more than three consecutive terms.

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LUX ET VERITAS YALE UNIVERSITY LIBRARY STAFF NEWS Yale University

September, 1976 Vol. VIII, No. 5

STAFF ASSOCIATION MINUTES
July 8, 1976

Sue Crockford asked the group to consider Marion Sachdeva's suggestion to change rather than discontinue the Classification Review Committee. Further discussion will continue at the next meeting after everyone has an opportunity to read the committee's annual report.

The first old business was a discussion of questions that had been brought up in the annual meeting. Members expressed a desire for clarification of the scholarship fund and its committee. Sue said that information was available to all staff in the black departmental manuals.

Next, Sue asked for opinions on continuing to have a representative to the Health Plan. After a short discussion, there was unanimous agreement to keep the representative. Sue selected Paula Thomas (Medical Library) for the position.

Catherine Watson suggested that a better system for recording dues and memberships be developed. There will be more discussion of the dues and memberships at the September dues drive meeting.

The last two items of old business were the Sterling Spoon and the SML refrigerator. Included in new business was a discussion of safe parking facilities for bicycles. A number of suggestions were made, for example, that spaces in the parking lots or a parking space cage arrangement in the Tower Parkway lot might help, possibly instituting monthly fees. It was decided also to get bicycle theft statistics from the University and New Haven Police Departments before further action is taken.

No answer has been received from the city concerning Walk signals at the corners of College and Elm, and York and Tower Parkway.

August 12, 1976

The new Staff Development Officer, Mrs. Barbara Von Wahlde was introduced to the board. Bella Berson, Personnel Librarian, was also introduced to the new Board. All other matters of business were postponed to allow discussion of the final Classification Review Committee's annual report.

The main topic of discussion was the future of library assistant input in the reclassification process now that the Reclassification Review Committee has been disbanded. Marion Sachdeva's final committee report stated that as a result of the library reclassification project the library administration no longer considered the committee to be necessary. In the future, the committee's function regarding library positions would be taken over by the University Wage and Salary Committee (an administrative-level university-wide group). However, the committee felt that there was still a need for a classification review committee for librarians' positions as well as for a formal channel of staff input into decisions on library assistants' positions.

Sue suggested that the question of input from librarians in reviewing professional positions be passed for consideration to the PSA. The motion was seconded and unanimously passed.

Continuing, Sue explained that currently Dick Dionne and John Harrison make up an internal library panel that advises Bella Berson in the ongoing-review process

of clerical-technical positions. Mrs. Berson was asked, if, at a later date, there would be a clerical-technical staff member appointed to the library panel. In response, Mrs. Berson explained that at the time the reclassification project began, the University Wage and Salary Office had set up a committee of administrators with a wide range of experience with clerical-technical positions to look at the ranking structure. At this time, the Wage and Salary Office inteded that the same type of administrators would make up the panel in the future and that the University Librarian would continue to appoint the members of the ranking panel.

It was noted that real concern exists among library assistants about the new classification system. Although there are benefits from the new classifications, there is a feeling that the staff input into their own classification system has been lost. Sue emphasized the need for a sustained staff input into the classification review process. Mrs. Berson gave a brief description of the review process itself, explaining individual input on the interview level and with the supervisor. She also responded that she felt that there were other means of staff input, suggesting SACOP and the Staff Association Executive Board.

Sue reiterated that the purpose of the Staff Association was not to review jobs but the Staff Association would like to suggest to the administration that a library assistant slot on the library review panel be made. Mrs. Berson replied that the library administration and the University Wage and Salary Office believed that a library assistant would not have the depth and breadth of experience needed for the job of objectively ranking library assistant positions.

Betsy Patterson emphasized again the staff feelings of being at loose ends and of being betrayed by the administration in the reclassification project. Mrs. Berson replied then that two problems were being discussed: the feeling of betrayal and the composition of the library review panel. Betsy suggested that these two might be one in the same problem.

Various board members added that there were uneasy feelings also about the length of the review process and the lack of communication from the administration about progress being made. Mrs. Berson replied that she would arrange for a progress report on the reviewing process to be recorded in the Staff News. Throughout the discussion Mrs. Berson's replies indicated that the administration was convinced that the current panel would act in the best interests of each staff member and that representation by a library assistant was not necessary to insure well-considered input with regard to clerical-technical positions.

Sue explained that the discussion was not intended as a wholesale criticism of the reviewing process, rather that it was intended to express the Staff Association's desire for continued staff input into the process--particularly in the library panel, but if not on the panel, then somewhere else in the procedure, providing some mechanism for advice from the library assistant level.

Karen Banta suggested that the staff representative might be a libary assistant at the administrative level who had a fairly broad range of experience.

Barbara Von Wahlde summarized the questions to be continued at the next meeting. First, in the previous Classification Review Committee, the library assistant had had representation in his own job classification system, and now he has no representation. Second, there is a question about the classification review process itself, and about how an individual can go above the supervisory level for a classification resolution.

The meeting was adjourned at 3 p.m. Mrs. Berson was invited to attend the next meeting, re-scheduled to Sept. 16 to avoid conflic with other commitments.

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POSITION CLASSIFICATION REVIEW -- STATUS REPORT

The "Report of the Library Clerical and Technical Classification Study" and the notebooks of job descriptions have been distributed and are available in each department. Another copy of each is available in the Personnel Office. The "Report" includes an appendix on the factors used in ranking jobs, as well as an appendix showing the jobs grouped by labor grade. At the back of the job description notebook is a glossary of terms.

The Library Position Classification Review Committee has reviewed twelve positions. The results of the reviews are now being sent to the incumbents. The sixteen remaining reviews are being scheduled for the end of September. At that time, the Committee will have an additional member, Cindy Carlin, Division Services Supervisor, Bibliography Department.

Bella Berson
Personnel Librarian

PERFORMANCE EVALUATION WORKSHOP TO BE CONTINUED

The performance evaluation workshop, a pilot project which was well received when held in June, will be repeated for supervisors in September and October. Dick Krutt, University Training Manager, will again present the workshops with more participation from Barbara von Wahlde, Staff Development Coordinator and Bella Berson, Personnel Librarian.

Ultimately, it is the goal of the library administration to see all supervisors who do performance evaluation participate in the workshops. As a staff development program, the workshops will be conducted periodically to include new staff members and cover those who may have missed earlier workshops.

Dates for the workshop are Sept. 20 to Oct. 1 and Oct. 18 to 29. Two workshops of morning and afternoon sessions for four days are planned within each two week block. Barbara von Wahlde will contact department heads to work out a schedule of participation suited to the department's convenience within the established time period.

Participants in the pilot project are asked to contact Barbara von Wahlde, Rm. 511 - SML (6-2647) if they have suggestions for the second session of the workshop.

HURRICANE BELLE

The Library system survived the onslaught of Hurricane Belle without too much damage thanks largely to the efforts of Mr. Rogers, Swifty, Bill Miller, and Archie Shepard in Sterling, and Nancy Lambert and Richie Yeung in the Art Library. The main concern was flooding caused by the combination of high winds and heavy rains. While the amount of water that entered the buildings was significant, it was controlled through a combination of vigilance and water vacuums.

As a result of the hurricane, Mr. Rogers has prepared a list of procedures to be followed should the occasion arise in the future. A list of those points which most concern staff members follows:

1. CLOSE ALL WINDOWS TIGHTLY. Water came in fast and formed large pools, the worst being on tower floors 5,6, and 7 and on the east side of the building. This was true even when windows were closed, but in too many places windows were open, and even a casement window ajar ¼ inch was a water spout. Danger areas

included especially the Main Reading Room, where ivy comes through the windows; the Newspaper and Microtext Room and Manuscripts and Archives, where the high windows cannot be closed without a ladder.

2. DO NOT KEEP LIBRARY MATERIALS ON THE FLOOR unless absolutely necessary. Move them to table tops or cabinet tops in the event of a storm.

3. MOVE LOOSE FURNITURE AWAY FROM WINDOWS as well as equipment, papers, and books to facilitate access to pools of water if they should form.

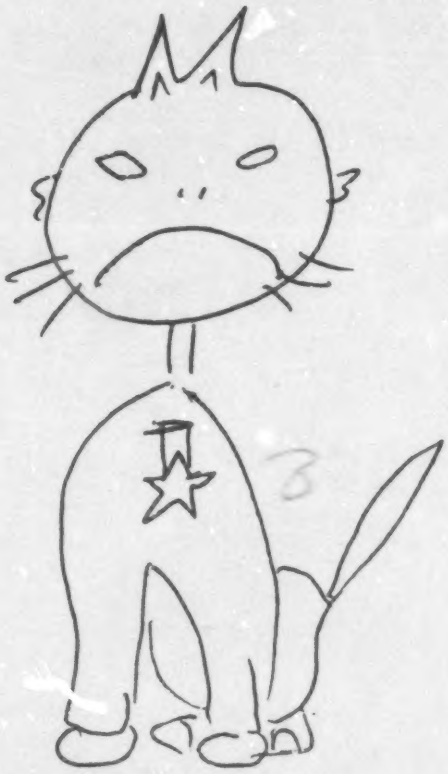
PUBLICATIONS CELEBRATES THE BICENTENNIAL

In honor of the Bicentennial, the Publications Office is offering two new titles. Either is suitable for gifts or as a personal souvenir of the anniversary of the country.

The Sebastian Bauman Map of the Siege of Yorktown (1782) has been printed as a colotype facsimile from the original in the Library's collection. The map is dedicated to George Washington and shows the American, French, and British lines of defense, as well as the British ships sunk during the attack. The map is in a numbered edition and is $20.00.

A limited, numbered edition of a four color broadside, "The YANKEY'S return from CAMP," is also available. This is an adaption from an eighteenth century songsheet printed in Boston ca. 1776. The broadside was printed by the Bibliographical Press and is $5.00.

These Bicentennial publications and many books, graphics, and cards are available from the Publications Office, room 411, SML.



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NEW STAFF FORUMS COORDINATOR

Bob Holley, Assistant to the Head of the Catalog Department, will be Staff Forums' Coordinator for the coming year. Anyone with program suggestions should see him or Barbara von Wahlde, the Staff Development Officer.

MEDICAL LIBRARY EXPANDS

The circulation desk of the Medical Library is now situated near the front of the Library's long entrance corridor, along with a small reserve book room, two staff offices, a photocopying room for four or five machines, a microtext-audiovisual room with eight built-in carrels, and a relocated Checkpoint book security system.

This new circulation area occupies about 1,900 sq. ft. of space formerly used by the Purchasing Department and the Medical Illustrator. The renovation, including new glass walls and open areas, new arches to match the corridor ceiling, and new lighting and air conditioning, was designed by Douglas Orr, de-Cossy, Winder and Associates and the University's Engineering Department.

Circulation operations moved in mid-June to the new area, but finishing touches on the remodelling continued into the summer. Other parts of the project included making two interlibrary loan offices out of Reading Room alcoves, adding more shelves around Reading Room pillars, and refurbishing the old circulation room for use as a reference information station next to an expanded card catalog and a relocated periodical check-in file.

In early June the Library's new storage annex of 1,740 sq. ft. in the sub-basement of the Laboratory of Clinical Investigation was occupied by moving some 26,000 volumes. The move, which took seven days, was supervised by Monty Montee and Dori Sosensky with logistical support from Lou Volpi. The Annex contains Wilson shelving, ten shelves high at the front and where space permits in the back in a double tier with stairs. The volumes moved were books published from 1901-1920 and periodicals published 1871-1920. Because of this date block grouping, almost no cards needed to be changed in the catalog. Daily messenger retrieval is now provided.

The estimated cost of both projects is $220,000, funded through the School of Medicine.

An additional renovation project is expected to begin in the fall, when the Medical Area Personnel Office opposite the lobby facing the Library's entrance will move to make way for exhibit space for the Library's Edward Clark Streeter Collection of Weights and Measures and the Edward Clark Streeter Pharmacy Museum. Both collections were inventoried, packed, and placed in storage in June so that the School of Medicine could use their two second-floor rooms for an expanded Dean's office suite.

ATTENTION BARGAIN HUNTING BIBLIOPHILES

The Acquisitions Department will sponsor a book sale on Tuesday, September 21 and Wednesday, September 22, from 9-5 each day. This sale, like previous sales will be held in the CCL lounge area--the area under the Sterling nave. Books will be added to the sale during both days.

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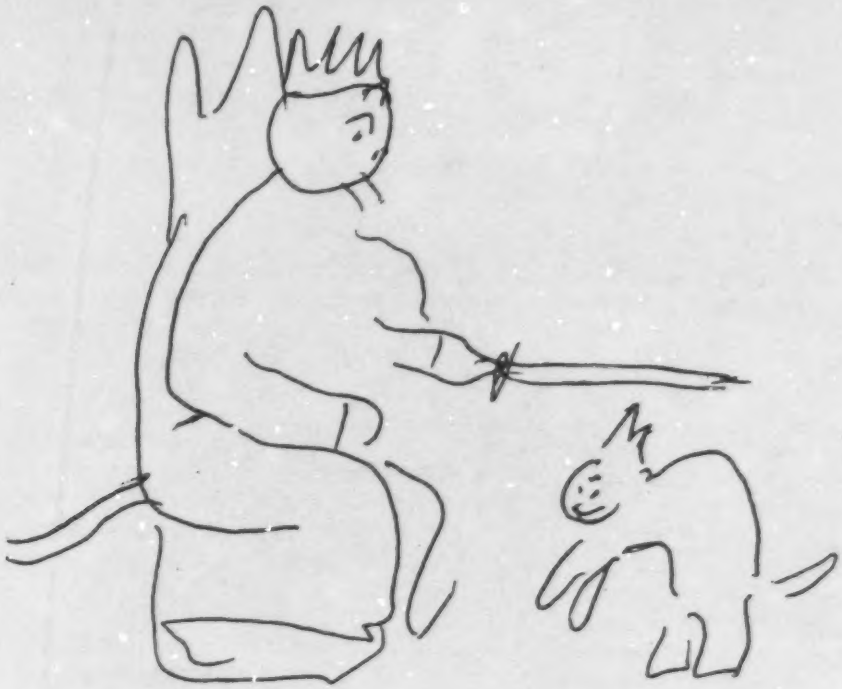

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YALE AT A.L.A.

The ALA Reprint Committee invited the president of Kraus-Thomson, Herbert Gstalder, to talk about the differences between the American and European reprint trade. He pointed out that some major American reprinters came from Europe, H. P. Kraus and Walter Johnson, for example. Many of the people now active in American reprinting received training under one of these two men. Most European reprinting, however, tends to be nationalistic in its orientation--reprinting national classics and history. Differences in American and European copyright legislation also create problems. The European reprinters must accept the Berne Convention, which gives an author copyright during his life and to 50 years after his death. Thus American reprinters have freer access to material in the public domain.

Mr. Gstalder explained that few European publishers have the facilities to do the short run (usually less than 1,000 copies) necessary in reprinting, and that costs associated with printing in Europe have increased tremendously in the past few years. This has led to the increased use of microfilms as a medium for reproduction. However, due to the reluctance of European faculty members to accept microforms on a large scale, most of the film produced is for the American market. He ended this talk by saying that America was no longer the dominant market for European reprinters that it once was.

Bill Schenck, Acquisitions

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At the Resources and Technical Services Division (RTSD) Catalog Code Revision Committee open hearing, John Byrum, Chairman, outlined progress on the development of a new international standard for the description of all types of publications.

International Standard Bibliographic Description (General), ISBD(G), grew out of a concern, expressed by the Joint Steering Committee for Revision of American Cataloging Rules and the International Federation of Library Associations, IFLA, Committee on Cataloging, for the loss of conformity with international standards in the 2d ed. of Anglo-American Cataloging Rules (AACR). ISBD(G) is a generalized code, serving as the basis for the rules of description of the 2d. ed. of AACR and all specialized ISBD's. It provides a single framework for the description of all types of publications in all types of media. The purpose of ISBD(G) is to achieve uniformity and compatibility on international standards in IFLA's program of Universal Bibliographic Control Development.

Michael Gorman of the British Library discussed his provisional draft on "prescribed preceding (or enclosing) punctuation for elements" in detail, covering points of similarity and difference between it and the other ISBD's. This draft, prepared for the IFLA Working Group on ISBD(G), is based on the decisions of this Group, and will be discussed on August 25, 1976, at the open session of the IFLA Committee on Cataloging at the IFLA Lausanne General Council.

Outside that on ISBD(G), the most interesting meetings we attended were some of the small discussion groups and committees. For example:

RTSD Cataloging Norms Discussion Group dealt with the problem of quantitative standards for cataloging. The group discussed the difficulty of setting up standards to compare cataloging statistics between libraries, when the tasks which different libraries assign to catalogers vary so greatly.

RTSD Technical Services Administrators of Smaller Research Libraries Discussion Group reviewed many problems which sounded very familiar to us, despite the size of library they represented. The members discussed their experiences in adapting to computerized cataloging networks. Here, as in so many of the meetings, standardization was the central issue.

CIP (Cataloging in Person) -- LC's suite at ALA, was a great success. We joined the question and answer periods led by Edward Blume, Lucia Rather and Barbara Westby, on subject cataloging and the problems of catalog maintenance at LC. Their comments were frank and enlightening, and the sessions were very helpful in understanding the decisions made at LC, especially as we grow more and more dependent upon those decisions in our own work.

Cecile Mandour
Marion Sachdeva
Social Science Cataloging

The ALA RTSD Committee on the Preservation of Library Materials sponsored a program this year at the Chicago Conference under the leadership of chairman Pamela Darling from Columbia. The program was most informative and Frazer Poole's discussion of the "National Preservation Program" was its first public disclosure to my knowledge. Participants in the program were Carolyn Horton of Carolyn Horton Associates, Inc., of New York, Paul Banks, conservator at The Newberry Library in Chicago, and Frazer Poole, now Head of the National Preservation Program at the Library of Congress (Mr. Poole was previously head of the Preservation Program at LC). Mrs. Horton showed slides of deteriorated or mishandled books and her talk covered some of the do's and don't's in restoration work. She described a reliable way for pH testing and various materials which can be used safely in repair work.

Paul Banks discussed regional conservation programs and the great need for adequately-trained people. A lively question and answer session concerning education in this field pointed out the lack of any professional certified training in the

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U.S. other than "awareness" courses at a few library schools.

The newly-planned National Preservation Program will be announced in November to a group of conservators and librarians to elicit recommendations but was outlined briefly by Mr. Poole. The Program is a long-range one (at least ten years) based on the establishment of a professional training program in cooperation with a local institution leading to an M.A. in Conservation with intern training at LC and elsewhere, starting as soon as possible. The second step would be the development of regional conservation centers which would be non-profit and cover a large geographic area. The second phase of the National Program is a plan to preserve embrittled items by saving the content through microfilming. This plan includes the establishment of a National Preservation Microfilming Center and a National Storage Center for Microform Masters.

The Preservation Committee meeting in the afternoon was equally lively and informative. Mr. Poole mentioned that LC has had some success in testing the new vapor phase deacidification method using di-ethyl zinc developed there. Gay Walker presented a rough draft of results from a survey on preservation education, and it was reported that a few more papermills have changed over to the producation of alkaline paper (including Allied Paper of Kalamazoo, Glatfelder, and S.D. Warren). A general discussion was held on the woes of most commercial binding techniques and much information was exchanged with visitors.

Gay Walker
Preservation Office

Response to the program on "Costing Methodology" demonstrated the reality of the current library budget crunch as a capacity crowd of 200 people gathered to hear how they might identify the various operational costs in their libraries. The first speaker, Douglas Price of the National Commission of Libraries and Information Science, criticized much of the current methodology as not accurately reflecting the true amount of money spent. While libraries frequently do a good job in identifying labor costs, overhead is often forgotten. He pleaded for more study in all areas of library cost analysis and suggested his method of building block costing as a good starting point.

Franklyn Bright, Head of Technical Services at the University of Wisconsin, summarized twenty years of decision making at his library and how it ultimately affected unit cost and service to readers. He stressed that the important policy decisions have consequences, both in cost and service, that may well be permanent. In his opinion, library automation is forcing another round of critical decision making. Heike Kordish of Columbia, who is currently working in this area for RLG, dealt with the cost analysis of original cataloging, emphasizing precise definitions for each function and that care must be taken in the collection of statistics. The final speaker, Maryann Brown, discussed the implications of using commercial services as a substitute for certain library functions.

Bob Holley
Catalog Department

Dave Weisbrod of the Development Department delivered a paper entitled "NUC Reporting and MARC Redistribution" at the meeting of the RTSD/ISAD/RASD Representation in Machine Readable Form of the Bibliographic Information Committee.

The topic for the Staff Development Resources Forum and Fair held on the 18th was "Staff Development in Libraries: Organizations and Activities." Representatives from ALA groups and other associations spoke about their own organization and it's staff development and continuing education commitment and goals. Bella Berson and

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I felt the same information could have been provided in printed form and would have been perhaps more useful than the panel presentation.

Of the committee meetings attended, the Ad Hoc Committee of Personnel and Staff Development Officers of Large Academic Libraries, an unofficial committee, was livelier and more aggressive in its plans than the ALA LAD PAS Staff Development Committee. The membership of this group is limited to ARL libraries with a few observers from other libraries. The purpose of the Committee is to exchange and encourage information about staff development and to develop our own knowledge and expertise in staff development. Under the leadership of Sheila Creth, Assistant Director for Personnel at the University of Connecticut, ideas for future meetings were discussed. The group settled on needs assessment and will focus on what the organization sees as needs and what individuals see as needs. A section of this program will be presented on training programs in industry. I volunteered for this segment along with Jane Marshall, Personnel Librarian at the University of Chicago.

Carolyn Snyder, Personnel Librarian at Indiana University will send out a newsletter about staff development activities, policies will be established, and programs organized. Bella Berson will help prepare a statement defining staff development for the next meeting. Training materials will continue to be exchanged.

In comparison, the ALA Committee seems to be dealing with similar issues but on a broader basis since it also represents public, school and special libraries. One of its activities is also to define staff development. Future projects may be to develop performance evaluation policy statement, a manual and a form. Such models will be developed after assessing ALA's response to these proposals. This committee always follows ALA channels. A workshop on how to plan and present a workshop, given by BARC (Bay Area Reference Librarians) was suggested as the Staff Development Resources Forum for the next conference.

Before the ALA Conference, I attended a two day CLENE (Continuing Library Education Network and Exchange) Assembly. CLENE is an organization only one year old. Goals for the first year were: 1. to become a viable national organization; 2. to recruit members, individual as well as associations, agencies, institutions, etc.; 3. to develop programs related to its objectives. Achievement of the third goal resulted in a directory listing continuing education courses and programs for library staff and a membership directory which can be used as a reference tool to identify continuing education experts and those with special skills. Finally, a computerized data base on continuing education is under development at Catholic University. CLENE has other publications: a newsletter, concept paper series and published proceedings.

The program focused on "Updating and Skills for Ourselves: Directions for CLENE." Workshops on a variety of topics were offered and I found one, "A Model Program of Continuing Education and Staff Development for Academic Libraries" extremely useful. Another session, "Staff Training and Development in Industry" showed the steps involved in setting up a typical training program.

In the future, CLENE has several proposals for activity: training continuing education staff people in state libraries; designing a needs assessment model and developing criteria for evaluating continuing programs. A current program has been federally funded to develop a model for a continuing education recognition system including provision for non-traditional studies. It is too soon to evaluate CLENE but the organization seems involved very superficially in all aspects of continuing education. The relationship between continuing education and staff development and the emphasis needed for each is still evolving. In the meantime, CLENE bears watching.

An inescapable conclusion formed after attending ALA and CLENE concerns the

duplication of effort of all these groups. If each could establish narrow perimeters and focus on them instead of attempting a broad scope, the organizations and members would benefit from the concentration. It is a shame to hear that each group is trying to reinvent the wheel.

Barbara von Wahlde
Staff Development Officer

The Catalog Code Revision Committee (CCRC) met at ALA beginning on Wednesday evening and continued non-stop through Saturday evening. There were Rule Revision Team meetings and full Committee meetings. For good measure, a couple of large open meetings were added.

An uninitiated observer at any of the meetings must regard the state of code revision as utter chaos. There seems reason to believe that some of the members of CCRC are a little confused. One of the final documents presented to CCRC, from one of its members, was a request that publication of AACR2 be delayed six months so that CCRC might review the code as a whole rather than in its now fragmented state. As things stand at the moment, only the editors and perhaps the Joint Steering Committee have had an opportunity to observe how one subgroup's recommendations jibe with another's.

Despite the confusion, progress does seem to have been made. Many rules have been hammered out, some implications of computer applications have been considered. A draft version of a general chapter on descriptive cataloging has been prepared. Knotty problems of serials and uniform subdivisions such as "Laws, statutes, etc." and "Liturgy and ritual" are still being hotly debated.

If the human mind, and perhaps more importantly, the anatomy, hold out, eventually there will be a second edition of the Anglo-American Cataloging Code.

*

At the summer meetings of the Descriptive Cataloging Committee there was continued investigation of the possibility of a practical cataloging manual to accompany the new edition of the Anglo-American rules. Two in-progress samplers, not manuals, are being investigated. The Committee hopes that such a manual can be produced soon after publication of AACR2, since much of the value of such a manual is in its timeliness.

Ben R. Tucker (LC) advised the committee of LC plans to publish more of its in-house decisions and policies and interpretations in future Cataloging Service Bulletins. He urged people to write to LC about problems they would like to have covered.

Joe Rosenthal, Chairman of the Computer Filing Committee reported progress on the development of the rules, mentioning some of the points of departure from present rules. It is possible that the Committee will recommend the publication of two sets of rules. Joe also pointed out the desirability of having filing rules published concurrently with AACR2.

The Asian and African Section of ACRL presented a plea that they be permitted to supply expertise in the formations of rules for names in African and Asian languages. A subcommittee on such names will be formed under Frances Ladd.

Carolyn Small
Descriptive Cataloging

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PERSONNEL

EMPLOYMENTS

AIVANO, Sandra L. Staff Resource Specialist, SSL 8-2-76

AYERS, Leighann. Catalog Librarian, L-I, Catalog Dept. Serials Div. SML 7-19-76

BADGER, Anne L. Cataloging Asst. V, Beinecke Lib. 7-1-76

BLACKMON, Maxine M. Circulation Asst. III, CCL 7-28-76

BROMBAUGH, Susan. Secretary B, Music Lib. 7-1-76

BROWN, Melton L. Senior Reference Librarian, L-II, Reference Dept. SML 7-26-76

CAYFORD, Beverly J. Acquisitions Asst. IV, Economic Growth Center Lib. 8-2-76

COLE, Joan J. Accounting Clerk A, Acquisitions Dept. SML 7-12-76

FLEGLER, Linda M. Binding Asst. I, Binding Dept. SML 7-26-76

FLEMING, Alan J. Cataloging Asst. V, Catalog Dept. Descriptive Div. SML 8-2-76

FURTICK, Lorraine B. Catalog Librarian, L-I, Catalog Dept. Serials Div. SML 8-2-76

HEINS, Richard B. Photographic Asst. II, Photographic Dept. SML 6-20-76

KOLISCH, Madeleine E. Reference Librarian, L-I, Medical Lib. 7-12-76

KUO, Esther W. Cataloging Asst. III, East Asian Coll. SML 7-6-76

LEREDU, Martha B. Reference Librarian, L-I, Medical Lib. 8-16-76

NARENDRA, Barbara L. Public Services Asst. IV, Geology Lib. 7-12-76

REYNOLDS, Pamela A. Public Services Asst. IV, CCL 7-26-76

RODRIGUEZ, Cesar. Technical Services Librarian, L-II, SSL 6-7-76

SEARING, Susan E. Reference Librarian, L-I, Reference Dept. SML 7-12-76

STADE, R. Christopher. Cataloging Asst. VII, Catalog Dept. Rare Book Div. SML 7-19-76

TVESKOV, Lynn M. Catalog Asst. V, Catalog Dept. Serials Div. SML 6-14-76

von WAHLDE, Barbara. Staff Development Coordinator, Administration, SML 7-6-76

PROMOTIONS AND TRANSFERS

ABRAMS, Lofton. From: Supervisor, L-III, Catalog Dept. Automation Div. SML, To: Head, L-IV, Catalog Dept. Automation Div. 7-1-76

ARMSTRONG, Alice B. From: Technical Services Asst. Divinity Lib. To: Cataloging Asst. III, Medical Lib. 7-1-76

CROCKFORD, Susan E. From: Public Services Librarian, L-I, CCL, To: Senior Public Services Librarian, L-II, CCL 7-1-76

DOTSON, Sharon L. From: Public Services Asst. Divinity Lib. To: Public Services Asst. VI, Divinity Lib. 7-1-76

GHESQUIERE, Maria W. From: Cataloging Asst. VII, Catalog Dept. Rare Book Div. SML, To: Acquisitions Asst. VII, Bibliography Dept. SML 7-16-76

GIOVANELLY, Linda J. From: Technical Services Specialist, Catalog Dept. SML, To: Cataloging Asst. VII, Catalog Dept. SML 7-5-76

GJELLSTAD, Rolfe. From: Catalog Librarian, L-I, Divinity Lib. To: Senior Catalog Librarian, L-II, Divinity Lib. 7-1-76

GROTHEY, Mina J. From: Senior Acquisitions Librarian, L-II, Economic Growth Center Lib. To: Principal Acquisitions Librarian, L-III, EGCL 7-1-76

HENEGHAN, James M. From: Collection Services Asst. A & A, To: Acquisitions Asst. IV, A & A 7-6-76

ICHINOSE, Mitsuko. From: Senior Catalog Librarian, L-II, East Asian Coll. SML, To: Principal Acquisitions Librarian, L-III, East Asian Coll. SML 7-1-76

JORDAN, Pamela C. From: Cataloging Asst. VI, Catalog Dept. Filing Div. SML, To: Public Services Asst. IX, Drama Lib. 8-2-76

LUND, Cynthia. From: Acquisitions Librarian, L-I, Divinity Lib. To: Senior Acquisitions Librarian, L-II, Divinity Lib. 7-1-76

McCOY, Cleo P. From: Technical Services Specialist, Catalog Dept. SML, To: Cataloging Asst. V, Catalog Dept. SML 6-28-76

OSBALDISTON, Diana. From: Catalog Librarian, L-I, Medical Lib. To: Senior Catalog Librarian, L-II, Medical Lib. 7-1-76

PATTERSON, Elizabeth. From: Reference Librarian, L-I, Reference Dept. SML, To: Senior Reference Librarian, L-II, Reference Dept. SML 7-1-76

PRUETT, Donna J. From: Photographic Asst. Photographic Services Dept. SML, To: Accounting Clerk A, Photographic Services Dept. SML 5-24-76

RAMICOVA, Alena C. From: Binding Asst. I, Binding Dept. Beinecke Lib. To: Library Services Asst. IV, Slavic & East European Coll. SML 7-1-76

SELINGER, Suzanne. From: Reference Librarian, L-I, Reference Dept. SML, To: Senior Reference Librarian, L-II, Reference Dept. SML 7-1-76

TANAKA, Tomoko. From: Library Services Asst. III, East Asian Coll. SML, To: Cataloging Asst. VII, East Asian Coll. SML 8-2-76

UNFRICHT, Jean M. From: Collection Services Asst. Medical Lib. To: Circulation Asst. III, Medical Lib. 6-1-76

VITALE, Carolyn B. From: Secretary B, Law Lib. To: Secretary A, RLG Branford 6-21-76

WRIGLEY, Linda. From: Senior Archives Specialist, Manuscripts & Archives Dept. SML, To: Archivist, L-I, Manuscripts & Archives Dept. SML 7-1-76

YOUNG, Stephen R. From: Librarian I, Catalog Dept. Rare Book Div. SML, To: L-II 7-1-76

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RESIGNATIONS

ANDREW, Anita. Cataloging Asst. III, Catalog Dept. Reclassification Div. SML 8-13-76

BLUE, Jean. Cataloging Asst. IV, Catalog Dept. Searching Div. SML 6-30-76

BRUNS, Peggy J. Archive Asst. IX, Manuscripts & Archives Dept. SML 8-13-76

BURTON, Eric H. Library Services Asst. CCL 6-2-76

CASTILLO, Shirley. Keypunch Operator, Acquisitions Dept. SML 6-30-76

CHAO, Henry P. E. Technical Services Specialist, East Asian Coll. SML 6-30-76

COOPER, Julie. Secretary B, Babylonian Coll. SML 7-31-76

DICKERMAN, Carol. Principal Reference Librarian, L-III, Reference Dept. SML 8-13-76

ELINSON, Ludmila T. Library Services Asst. IV, Slavic & East European Coll. SML 7-30-76

GROOVER, Robert O. III. Public Services Asst. IV, Law Lib. 7-30-76

HAZZARD, Brenda. Secretary B, Manuscripts & Archives Dept. SML 6-30-76

HOLLAND, Carol S. Subject & Language Specialist, Slavic & East European Coll. SML 6-30-76

JOHNSON, Patricia C. Acquisitions Asst. III, Economic Growth Center Lib. 7-20-76

KAPLAN, Helen Z. Technical Services Asst. Card Processing Div. Catalog Dept. SML 6-30-76

KIMBALL, Alison B. Subject & Language Specialist, Catalog Dept. Automation Div. SML 7-2-76

KLEFFKE, Jean M. Library Staff Specialist, Photographic Services Dept. SML 6-4-76

KYDD, Pearl L. Library Services Asst. CCL 6-15-76

McDONOUGH, Joyce G. Public Services Asst. IV, CCL 8-10-76

MILLER, Edna M. Technical Services Specialist, Acquisitions Dept. SML 7-16-76

NIXON, Gary C. Circulation Asst. II, Beinecke Lib. 8-10-76

PARKE, Carol L. Documents Librarian, L-IV, Reference Dept. SML 9-30-76

POUCEL, Frances. Secretary B, Southeast Asian Coll. SML 7-8-76

RANNO, Darlene J. Secretary B, African Coll. SML 9-15-76

REILLY, James P. Director of the Leonine Commission, SML 6-30-76

ROSENBERRY, Terri. Technical Services Specialist, Music Lib. 7-6-76

RYAN, Cheryl M. Public Services Asst. IX, Drama Lib. 7-16-76

SALDIVAR, Paulette B. Subject & Language Specialist, Bibliography Dept. SML 7-15-76

SALVADOR, Blandina. Catalog Librarian, L-I, Catalog Dept. Serials Div. SML 6-9-76

SEGOR, Virginia H. Library Specialist, Reference Dept. SML 6-30-76

SONE, Noriko K. Cataloging Asst. VII, East Asian Coll. SML 6-30-76

STACK, Mary C. Public Services Asst. V, Reference Dept. SML 6-30-76

STRICKLAND, Doris J. Circulation Asst. II, Circulation Dept. SML 6-30-76

SZWAJA, Lynn A. Technical Services Specialist, A & A 7-2-76

TROCHIM, Mary. Public Services Asst. VI, Bibliographic Center 8-8-76

TROIDE, Teresa. Library Services Asst. IV, Slavic & East European Coll. SML 8-6-76

WALLS, Pamela A. Secretary A, RLG Branford 6-30-76

WEST, Walter A. Supervisor of Circulation Services, L-II, CCL 8-31-76

FROM THE EDITORS:

We would be happy to include additional reports about ALA in the October issue. Please send them to Cross Campus Library by September 30.

Anyone interested in editing the Staff News for 1976/77 should get in touch with Sherry in CCL.

As this will be my last issue as co-editor, I would like to take this opportunity to thank all of those people who have contributed to the Staff News over the year thereby making my life easier. My special thanks goes to Dale Roylance who has been instrumental in the preparation of virtually all of the covers. Thanks also to Henry White who set up the press and printed this month's cover, a cut from the Nuremburg Chronicles. -- D.C.

Doug Crawford
Manuscripts & Archives, SML

Sherry Paquette
Cross Campus Library

The typist for this issue was Sue Crockford; the proofreader was Fred Martz.

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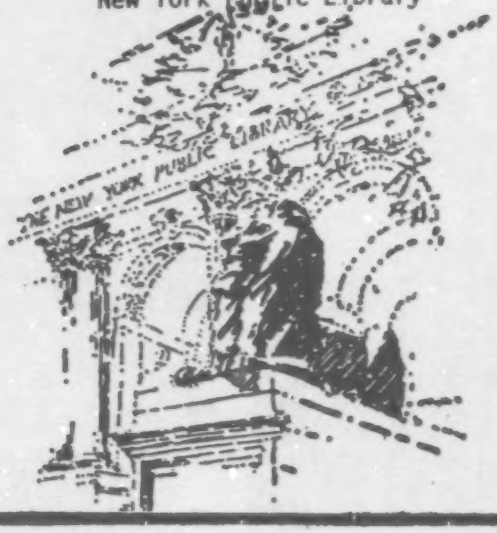
New York Public Library

staff news
The New York Public Library
ASTOR, LENOX AND TILDEN FOUNDATIONS



Volume 66 June 23, 1977 Number 25

KATHERINE LORD O'BRIEN APPOINTED PERSONNEL OFFICER

Miss Katherine O'Brien, who retired as Chief of the Mid-Manhattan Library during the past year, has agreed to return to the Library as Personnel Officer effective next week. The Staff Relations Office which was established in 1972, combining the labor relations and personnel functions, has now been redivided.

Miss O'Brien served in the Library for forty-five years, including assignments as the first Coordinator of the Richmond Regional Library, the organizer of the Donnell Library Center, Coordinator of Adult Services, and the first Chief of the Mid-Manhattan Library.

In announcing this appointment, the Director expressed great pleasure at being able to have Miss O'Brien back on the staff in such a responsible position. Details of the division of responsibilities will be forthcoming in the near future.

PRISCILLA J. SOUTHON NAMED LABOR RELATIONS OFFICER

Effective next week, Mrs. Priscilla J. Southon will become the Library's first Labor Relations Officer. In 1972, the personnel function and the labor relations function were combined into a new Staff Relations Office, which has been headed since that date by Dr. Billy R. Wilkinson who announced, last week, his departure to become Associate Librarian and Professor at the University of Illinois, Chicago Circle. With Dr. Wilkinson's departure, the Staff Relations Office is being re-divided, with Mrs. Southon assuming responsibilities as Labor Relations Officer, working closely with Department Chiefs and the Director on all aspects of collective bargaining, grievances, arbitration, interpretation of contracts, and other aspects of the Library's labor relations program.

Office locations and telephone numbers and specific information on the division of responsibilities will be forthcoming shortly.

ASIAN DANCE EXHIBITION AT LINCOLN CENTER

A major exhibition of rare works of art illustrating dance in Asia will be displayed to the public from June 21 to August 27, 1977, in the Vincent Astor Gallery of The New York Public Library at Lincoln Center. Vividly colored pictures of the court, temple and folk dances of India, Burma, Thailand, China and Japan, have been selected from the superlative holdings of the Library's Spencer Collection, an exceptional collection of some of the finest examples of the arts of illustration and custom binding in the world. The exhibition is notable not only for the artistic beauty and craftsmanship of the materials exhibited, but for the priceless information it provides about the art of dance in Asia over the past four centuries. These unusually beautiful treasures have rarely been shown in a public exhibition.

Traditional scenes from the life of Krishna are among the illustrations of dance in India. In one scene shown in several interpretations, from incised palm leaf drawings to richly painted gouache miniatures, Lord Krishna is dancing "with the weight of three worlds," on the evil, many-headed serpent Kaliya. Other Indian manuscripts show dances for the months of the Hindu calendar, an illustration of a religious festival painted on mica, and pictorial interpretations of Indian classical music. Sketches made in 1888 by Captain Maitra of Old Delhi for a unique "Tibetan Journal" capture many scenes of Tibetan dance.

Burmese manuscripts on exhibit show how dancing was a part of daily life at the entertainments and festivals

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of the East. Drawings and paintings of dance in Thailand, on long accordion-folded sheets, provide detailed information about positions and costumes of Siamese classical dance.

The exhibition also features a wealth of exquisite painted scrolls and printed books depicting the traditional court and festival dances of Japan. On display is the first illustrated edition (1650) of *The Tales of Genji*, the internationally renowned novel by Lady Murasaki, with woodcuts by Yamamoto Shunsho. Dance images figure prominently in this edition and in a manuscript version with gouache miniatures.

The earliest item on exhibit is the Japanese scroll, *Zegaibo Emaki* (1587), depicting the victory over the long-nosed "goblin" Zegaibo, who resisted the spread of Buddhism into Japan. Other scrolls show scenes from Kabuki theatre in the seventeenth century, and alternating scenes of formal Nō theatre and comic interludes (*Kyogen*), from the mid-eighteenth century.

Among other picture scrolls with meticulously detailed illustrations of Japanese court and festival dances are *Bugaku Zukan*, which depicts 26 traditional court dances, and *Gosairei Emaki*, which shows six masked dancers in a lively country dance. *Shidare Yanagi*, depicts a geisha and her patron dancing with fans in the Shimbara district of Kyoto.

Rarities from China include the *Ch'ing-Ming Shang Ho T'u* scroll, which illustrates a springtime festival at the Pien River before the thirteenth century. The scroll, painted in gouache on silk, is a seventeenth century Ming Dynasty copy of an original attributed to Chang Tse-Tuan of the Northern Sung Dynasty (960–1126). Watercolors of other Chinese dance scenes from the early nineteenth century are also shown.

"Asian Dance Images from the Spencer Collection" is an outstanding example of cooperative interrelation between separate divisions of The Research Libraries of The New York Public Library. It was the result of extensive research by Mrs. John Crichton, in cooperation with the staffs of the Spencer Collection, one of the Library's Special Collections, and the Dance Collection of the Library's Performing Arts Research Center.

The exhibition will be accompanied by a tape of Asian dance music from the Library's archives. It will be on view through August 27, 1977.

USE OF NYPL MANILA ENVELOPES

In recent years, Library staff have drifted into wasteful practices regarding supplies. The present financial crunch has forced us to look more closely at the supplies we use, and how we use them.

Plain manila envelopes in various sizes are available for external mailing. However, we still find them used for inter-office mailings, and for the transport of *reserve books*. *All* internal or inter-office mail should utilize the standard reusable inter-office envelopes. Books should be "P-slipped" and placed in tote boxes. Books placed in envelopes don't fit into the tote boxes properly; often causing delays in sorting, and ultimately increasing the load on route trucks by making them carry extra boxes.

In recognition of the need for a large inter-office envelope, a 12½ inch by 15 inch envelope (form 0116) will be available from the Supply Room in limited quantities starting July 1, 1977, in addition to the two sizes already in use. This new larger inter-office envelope is *only* for that rare item that is just too large to fit into the standard 9 inch by 12 inch inter-office envelope.

Please also remember to send your excess inter-office envelopes back to Purchasing for reissue throughout the system.

PURCHASING OFFICE

NEW FEDERAL INCOME TAX REGULATIONS

The Internal Revenue Service has requested that the following changes in the tax laws be made known to all staff members. Form W-4 (revised May 1977) will be sent to all units in about three weeks:

Changes in Federal Income Tax Withholding

Because of recent tax law changes, you may want to review the instructions on Form W-4, Employee's Withholding Allowance Certificate, and, if necessary, file a new one with your employer. The Form W-4 (Revised May 1977) reflects the changes made by the Tax Reduction and Simplification Act of 1977. The revised form is effective for wages paid after May 31, 1977.

The principal changes were:

(1) The amount of the standard deduction has been changed to a flat amount of $2,200 for a single individual; $3,200 for a married couple filing a joint return; and $1,600 for a married individual filing a separate return. The amount of income tax withheld from your wages will change since a flat amount applies to all taxpayers who do not itemize deductions.

(2) A new box, "Married, but withhold at higher Single rate," has been added to the marital status section of Form W-4. Married couples with both spouses employed or a married individual with more than one employer may use this new status to increase the amount of income tax withheld.

(3) If you file your income tax return as "Unmarried Head of Household," you must check the "Single" marital status box on Form W-4.

(4) Expanded tables are furnished to compute additional withholding allowances that you may be entitled to claim for the child care credit, earned income credit, and the credit for the elderly. If you think you are eligible for these tax credits for tax year 1977, refer to the 1976 Form 1040 instructions to estimate the amount of the credits, and determine the number of additional withholding allowances you may claim from Part I, II, III, or IV of the instructions for Form W-4.

(5) If you had no Federal income tax liability for last year and anticipate no tax liability for this year, you may claim exemption from Federal income tax withholding by filing the revised Form W-4 and writing "Ex-

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empt" in line 3. Form W-4E has been combined with Form W-4. If you have already filed a Form W-4E for 1977, it will remain in effect until April 30, 1978, unless you file a new Form W-4 before that date. Note: *A new Form W-4 claiming exemption from withholding must be filed annually with your employer.*

Employees who have been claiming additional withholding allowances based on itemized deductions should review their withholding situation in light of the new law. The values in the table for determining additional withholding allowances based on itemized deductions have been changed to reflect changes in the individual tax liability made by the Tax Reduction and Simplification Act.

Married couples, when both spouses are employed, may continue to find that too little tax is withheld from their combined wages and to avoid being underwithheld, they may have to claim fewer withholding allowances than they are entitled to claim, or ask their employers to withhold an additional amount of tax, or check the new box, "Married, but withhold at higher Single rate," on Form W-4. However, because of the tax credit for child or dependent care expenses and other credits and adjustments, they may find that a lesser adjustment in withholding is necessary in 1977 than was the case in previous years to assure they are not being underwithheld.

If you need help in completing Form W-4, contact your local Internal Revenue Service office.

ACCOUNTING OFFICE.

IN THE BRANCHES

CHILDREN'S SERVICES

Summer Reading Aloud Hours: Please submit to OCS by June 24 the days and hours at which your children's room will expect to have reading aloud sessions. We receive many inquiries from parents over the summer and will want to have a comprehensive listing. Send also any information on summer programs which you are planning, even if all details are not yet firm.

Craft Program Funds: Children's rooms which are planning to have craft programs can be provided with a modest amount of support money for materials expenses from the funds which have been raised by the Friends of Children's Services. Please send a memo to Marilyn Iarusso listing the programs and dates and a general description of the kinds of materials you will need and what they will cost. After approval by OCS, purchases should be made using the library's tax free number and receipts must be submitted.

Exhibit Materials: The recent memo from Accounting has raised questions in the branches about the purchase of exhibit materials from petty cash or small expense funds. Branches can still purchase appropriate exhibit materials, but each item must be clearly identified and receipts must be submitted.

New Statistics Form: The new abbreviated and consolidated statistics form which is available from the Statistical Office has been designed to simplify the reporting of program statistics by branches with very few programs and/or few specialists. If a branch has a children's librarian who is involved in conducting the typical range of children's programs, OCS expects that the old forms will continue to be used. If you feel that your branch programs are better suited to the abbreviated form feel free to experiment with it.

Program Offer: Ruth Jacobson, who did rhythm instrument programs with children during this past year under mini-grant funds has offered to do summer programs in Manhattan branches at her own expense. Her programs involve music, stories and audience participation and are most suitable for young children. Contact OCS if you are interested. Mrs. Jacobson asks that librarians who photographed her programs during this past year allow her to make copies of them.

American Film Festival Winners: Several of our children's films were prize-winners with the recent and prestigious American Film Festival. *Really Rosie* won the top prize for children's films. *The Amazing Comic Adventures of Duffy Moon* was awarded second prize. Award winners in other categories were *The Owl Who Married a Goose*, *Blind Sunday*, and *Where is Dead?*

Storytelling Exhibit: Central Children's Room's storytelling exhibit will be extended through July and the "Stories" list will continue to be available for purchase throughout the exhibit.

Summer Programs: Several programs for children have been announced for the summer: St. George will have an *American Folklore Festival* with stories, arts and crafts and movies on Wednesdays at 10:30, July 6 to August 24, for children six and up. Sharon Santner at Hamilton Fish Park will be conducting an *exercise class* Thursdays in July at 11 for children and teenagers age 9 and up. Central Children's Room and Nathan Straus Young Adult will present *double features of our theatrical films* for children and young adults on Thursdays at 1:30 in the auditorium. *Picture book programs* will be held at the New York Historical Society on July 14, 28 and August 2 at 2 p.m. by NYPL children's librarians. The picture book programs at the *Anderson statue* in Central Park will be Wednesdays at 11 from July 6 to August 10.

POPULARITY GROWS FOR LIBRARY "THEFT" VERSE

In response to a serious problem, the increasing incidence of thefts of purses, wallets and other personal property in Library units, Joseph Mathewson, a writer on the staff of the Library's Public Relations Office, devised a humorous solution. Instead of a sober sign warning: "The Library is Not Responsible for Stolen Property," Mr. Mathewson composed the following verse:

With your nose in our books,
You may not see the crooks,
Whose records of purse-snatching mount.
If you're robbed by these thieves,
While the Library grieves,
It cannot be held to account.

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The verse was noticed by the *New York Times*, and reprinted in its "Metropolitan Diary" column. More recently, the Public Library of Cambridge, Massachusetts, requested permission to use the poem on small standing cards. In a letter to Mr. Mathewson, Don York of the Cambridge Public Library reports that "they are extremely popular and are, in fact, disappearing at a faster rate than the purses!"

PEOPLE

Lydia LaFleur, Staten Island Borough Young Adult Specialist, performed recently at Baychester Library in The Morningside Players' production of the one-act British comedy *A Present for a Lady* by Philip Johnson. She also performed this spring at Rodeph Sholom Congregation, the old age nursing home Amsterdam House, and Morningside Gardens Co-op Community Center.

NYPL ON THE AIR

CHILDREN'S BOOKS (WNYC-AM and FM 7:30 a.m. Sat, June 25) — host: Marilyn Iarusso; topic: "Adventures in Other Worlds"

TEEN AGE BOOK TALK (WNYC-AM 10:30 a.m. Sat, June 25; WNYC-FM 8 a.m. Sun, June 26) — moderator: Ruth Rauzen; guest: Paula Danziger, author of *The Cat Ate My Gym Suit*

LIBRARY LIONS (WNBC-TV 7:30 a.m. Sun, June 26) — Films

THE WORLD OF CHILDREN'S LITERATURE (WNYC-FM 4:30 p.m. Mon, June 27; WNYC-AM 8 a.m. Sat, July 2) — moderator: Barbara Rollock; guest: M. B. Goffstein, author of *My Crazy Sister*

80 MILES OF HELP (WNYC-AM 2:30 p.m. Thurs, June 30) — moderator: Edward White; guest: Lord Brooke of Warwick Castle; topic: "Planning Your Visit to Britain"

ADVERTISED VACANCIES

CURRENT OPENINGS

Librarian VIII: General Research and Humanities Division
Extended filing date: June 27

Librarian II: Rare Book Division
Extended filing date: June 27

Library Technical Assistant III (half-time): Oriental Division
Extended filing date: June 27

Supervising Librarian: George Bruce Branch
Last filing date: June 27

Senior Librarian: Aguilar Branch
Last filing date: June 27

Senior Librarian: Donnell Foreign Language Library
Last filing date: June 27

Senior Programmer: Systems Analysis and Data Processing Office
Last filing date: June 27

Information Assistant (LSCA — temporary through November 30, 1977): Mid-Manhattan Library, Job Opportunities Information Center
Last filing date: June 27

Library Technical Assistant II (temporary for 8 weeks): Music Division
Last filing date: July 5

Library Technical Assistant I: Preparation Services, Acquisition Division, Receiving Section
Last filing date: July 5

Library Technical Assistant I: Preparation Services, Acquisition Division, Adding Section
Last filing date: July 5

Photographer: Photographic Service
Last filing date: July 8

Library Technical Assistant III: Music Division
Last filing date: July 11

Library Technical Assistant I: General Research and Humanities Division, Periodicals Section
Last filing date: July 11

Library Technical Assistant I: Preparation Services, Acquisition Division, Receiving Section
Last filing date: July 11

There is a full time Clerk-Typist II position available at the Schomburg Center for Research in Black Culture, National Endowment for the Humanities Project (Annex). This position is temporary through June, 1978 and requires excellent typing. The schedule is Monday through Friday, 9 a.m. to 5 p.m. Interested applicants may submit their names in writing to M [illegible] the Staff Relations Office by June 30.

Published by The New York Public Library, Fifth Avenue and Forty-second Street, on Thursday of each week, for circulation among the staff only. Items for *Staff News* should reach the Public Relations Office, Room 221, by 4 p.m. Tuesday to be included in the issue for the current week.

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